

LockView® NTC 4.3.1



LOCKVIEW NTC INSTRUCTION MANUAL

Instruction Manual

Snap-on®

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NOTE:

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Other manuals available as separate pdfs:

- ♦ ***Database & Network Configuration & Install Manual***
- ♦ ***Manual Programming of the Snap-on Level 5 Gen3 Lock***

INTRODUCTION

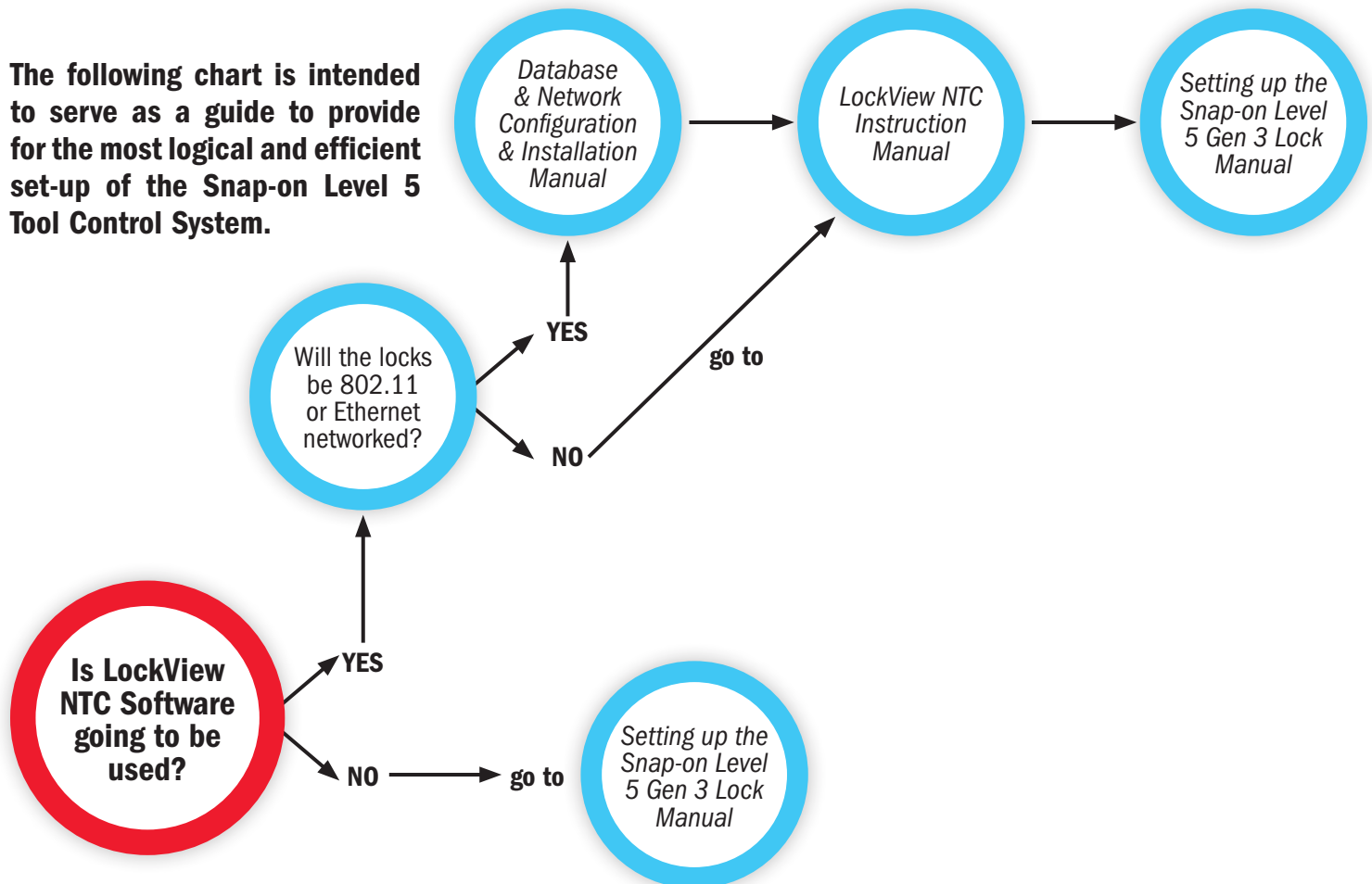
An authorized Operator of LockView® can create a database of users and locks on a local or networked computer. Each user in this computer's database is assigned to a slot in each lock to which they have access. A lock's internal memory is divided into 999 slots that store user information thereby giving each lock a maximum of 999 users. That is, 999 individuals are capable of opening the toolbox.

The computer on which LockView® is loaded has the ability to connect to locks directly, through a USB dongle or through a computer network, using Ethernet or 802.11g Wi-Fi, and update the lock's memory to correspond with its own database. It is able to gather and manipulate a lock's audit trail, or past operation log. Audit trail information contains the lock's name, the name of the user attempting to gain access, the credential used, if access was granted or denied, and the date and time of each interaction.

LockView NTC 4 works with LockServ to communicate with locks. LockServ has the ability to communicate with multiple locks simultaneously over a computer network, thereby eliminating the need for the Operator to visit each lock to update its database, or download audit trails.

Alternately, LockServ can communicate with locks using a USB dongle if network hardware is not available.

The following chart is intended to serve as a guide to provide for the most logical and efficient set-up of the Snap-on Level 5 Tool Control System.



OPERATION

Double click the LockView® icon on the desktop to open and run the LockView program.



NOTE: If the LockView® ODBC entry was not created properly, it will need to be created manually. Refer to **DATABASE FILE LOCATION** on page 10-11.

LOCKVIEW® LOGIN

Double click the **LockView** icon on the desktop. The below window will appear:



For first time Login, enter “**admin**” under both Operator Name and Password. Click **OK**. Note: Password is case sensitive.

➔ After an Operator has been added to LockView, use of personalized **Operator Name** and **Password** should be used for Login.

See *Database & Network Configuration & Install Manual* for more information.

OPERATION *continued*

NOTE: There is NO security while logged in under “admin.” The “admin” user should be deleted after a new Operator Name and Password have been completed to ensure database security.

SCREEN INFORMATION

FILE drop down menu – Used to EXIT program.

VIEW drop down menu – Used to display or eliminate the shortcut and/or status bars on the program screen; display or eliminate the background image; select another background image from a saved file; or return program to default settings.

WINDOW drop down menu – An alternate way to access the following programming menus:

- ➔ Operator Editor
- ➔ Lock/User Editor
- ➔ Read/Write Lock
- ➔ Notifier
- ➔ Settings
- ➔ More Windows

HELP drop down menu – pdf of LockView User Manual.

A SHORTCUT BAR - Quick start buttons for the **Operator Editor**, **Lock/User Editor**, **Read/Write Lock**, and **LockView® Options** menus. The shortcut bar can be displayed or hidden, refer to the **VIEW** drop down menu.

B STATUS BAR - Displays the following LockView program status information:

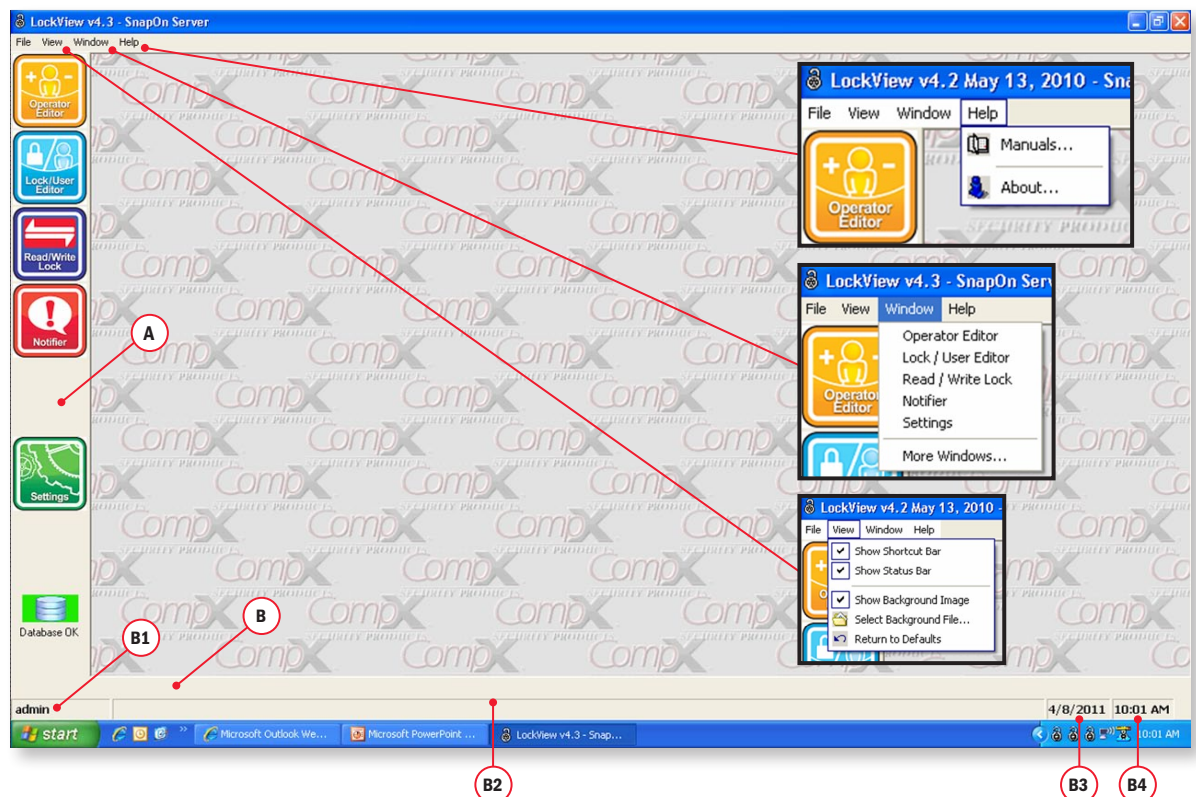
B1 – Name of Operator that is currently logged into software.

B2 – “Connected to” lock status. Displays the lock to which LockView is currently connected as well as the connection status:
In Sync or Needs Update.

B3 – Current local computer date.

B4 – Current local computer time.

NOTE: The status bar can be displayed or hidden, refer to the View drop down menu.



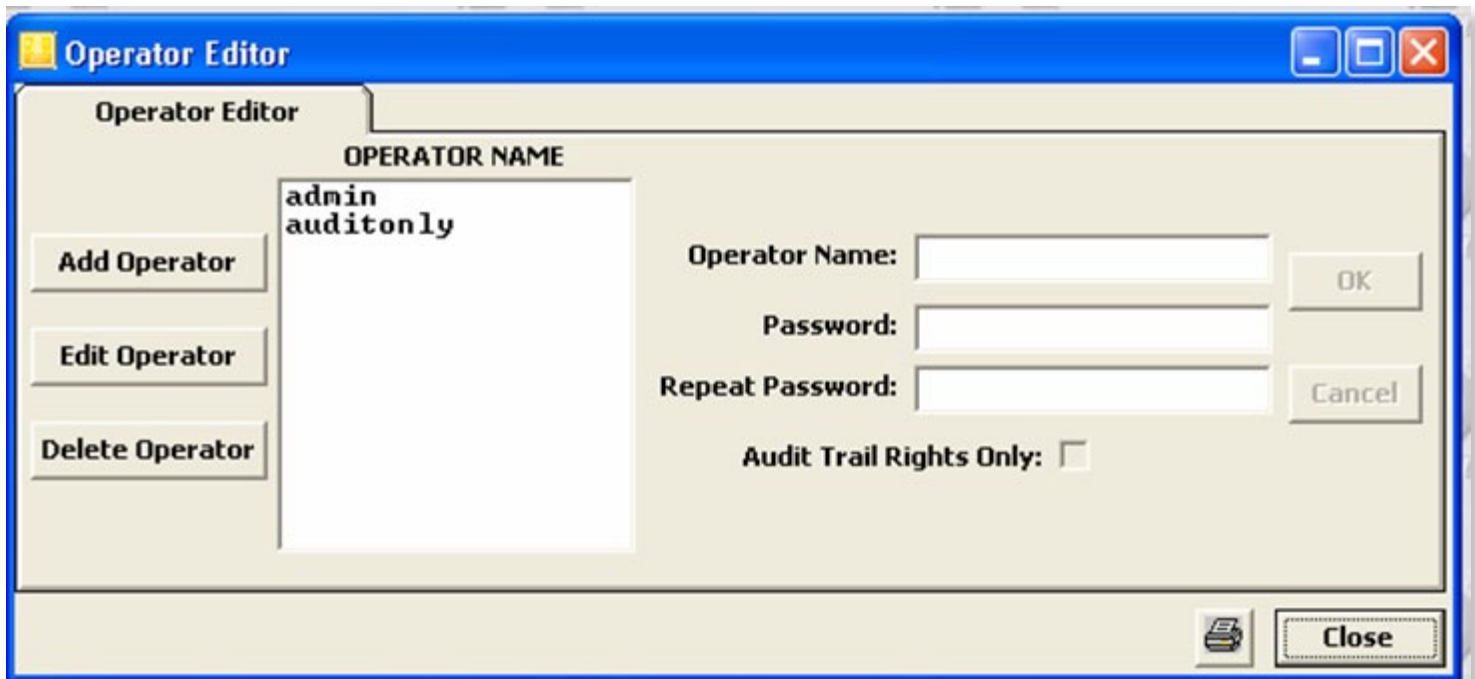
OPERATOR EDITOR

An Operator is someone who is responsible for building and maintaining a database of users and locks. An Operator does NOT have to be a user of locks. The **Operator Editor** window allows the Operator to create new Operators. New Operators can be given full access or Audit Trail Rights Only.

➔ The deletion of the logged-in Operator is prohibited.

NOTE: After the first new Operator is added, exit LockView and login as the new Operator. Delete the “admin” Operator.

NOTE: First Operator added to LockView® should be given full access rights.



TO ADD A NEW OPERATOR

1. Select the **Operator Editor**.
2. Select **Add Operator** to create a new Operator.
3. Enter the new Operator Name and Password.
 - ➔ If **Audit Trail Rights Only** is chosen, the Operator will only be able to retrieve and view audit trails.

NOTE: Passwords are case sensitive and must be a minimum of 4 characters.

4. Select **OK** when done.
5. Select **Close** to close the Operator Editor tab.

TO EDIT AN OPERATOR

1. Select **Operator Editor**.
2. Select **Operator Name** and then select **Edit Operator** to edit an Operator's information.
3. Select **OK** when done.
4. Select **Close** to close the **Operator Editor** tab.

OPERATOR EDITOR *continued*

TO DELETE AN OPERATOR

1. Select the **Operator Editor**.
2. Select **Operator Name** and then select **Delete Operator** to delete an existing Operator.

NOTE: *Deletion of the currently logged in Operator is prohibited.*

3. Select **Close** to close the **Operator Editor** tab.

LOCK / USER EDITOR

The **Lock/User Editor** window allows the Operator to modify the user and lock databases.

USER EDITOR

The **User Editor** tab is used to add, edit or delete users from the computer database.

Lock / User Editor

User Editor Lock Editor Access Rights Group Editor

You may auto-insert a user's credential by using the Magstripe, ProxCard or iClass reader on a connected lock.

Users:

Add User
Edit User
Delete User
Recycle Bin
User Search
Name New Users
Messages

User Name:
Full Name:
Company:

Credential Type: ☒ Pushbutton
☐ ProxCard / iCLASS
☐ Magstripe
☐ Bar Code
☐ CAC Card

Pushbutton PIN: ...
Retype PIN:

Supervisor Level:

☐ Passage Mode
☐ Dual Credential

SlaveAccess

00	01	02	03	04	05	06	07
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
08	09	0A	0B	0C	0D	0E	0F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	11	12	13	14	15	16	17
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	19	1A	1B	1C	1D	1E	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Select All
Clear All

Access Main box ☒

Time-based Restrictions / Groups ...

OK Cancel

Close

TO ADD A NEW USER

1. Select the **Lock/User Editor**.
2. Select **Add User** to create a new user in the database.
3. Enter the new user's information.

User Name must be a minimum of 4 and a maximum of 14 characters.

The user's **Full Name** and **Company** are optional. **User Name** is required and will appear in other places and reports in LockView.

4. Enter the new user's credential information.

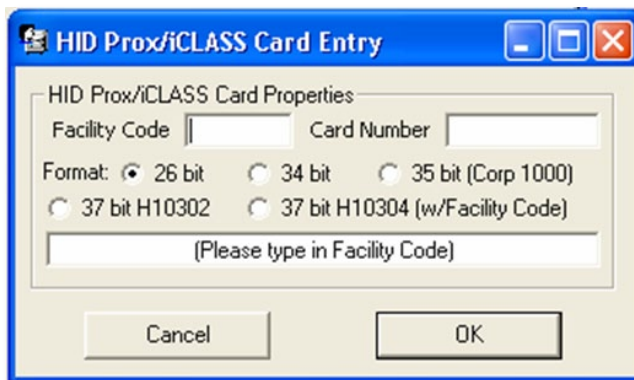
- ➔ If the user is to have a PIN (pushbutton) credential, press the more info button [...] next to the pushbutton PIN field to generate a random PIN.
- ➔ If an unit is connected at the time, and is equipped with a magstripe card reader, HID Prox reader, HID iCLASS reader, or a bar code reader, select the proper **Credential Type** and present the card to enroll the information automatically into the database. (HID Prox and iCLASS are both read under **ProxCard**)

LOCK / USER EDITOR *continued*

- ➔ To manually input an HID credential (Prox or iCLASS), select **ProxCARD** and click the more info button [...]. The HID **Facility Code**, **Card Number**, and **bit Format** are needed in order to enroll a proximity card manually. This information can be obtained from the purchaser of the HID cards.

NOTE: Use of the more info button [...] is optional and not required to generate a PIN or HID prox credential.

- ➔ Choose the HID Format (26, 34, 35, 37 bit or 37 bit with facility code)



- ➔ Enter the **Facility Code** (if that format has a facility code)
- ➔ Enter the **Card Number**
- ➔ The hexadecimal number corresponding to that **Format**, **Facility Code**, and **Card Number** will appear in the box. Clicking **OK** will automatically transfer that number into the **User Editor**.
- ➔ A user can have one “primary” credential (PIN, prox card, mag stripe or barcode) as well as a secondary PIN credential if they have dual credential rights.

NOTE: Two users cannot have the same PIN or card credential. This includes users in the Recycle Bin. If a credential is “recycled,” the user who was previously using the credential must be completely removed from the database. (Including from the Recycle Bin.)

- If the new user has supervisor rights, choose the **Supervisor Level** in the corresponding box. Supervisor levels 1-9 may be chosen; where 1 is the lowest level and 9 is the highest level. Supervisor rights are especially useful for programming locks without the LockView software.
- If the new user has **Passage Mode** rights, check the **Passage Mode** box next to the credential information being supplied. **Passage Mode** allows the user to change the lock's state (lock/unlock) by pressing “Enter” (at the lock) after the PIN or card has been accepted and the unit is unlocked. Note: when in passage mode, the lock open time is disabled.
- If the new user has **Dual Credential** rights, check **Dual Credential** next to the credential information being supplied and enter the dual credential PIN
 - ➔ Dual credential users are users that are required to present two credentials in order to gain access.
 - ➔ Dual credential users must use a PIN after the primary credential.
 - ➔ If the user has a PIN/PIN dual credential, the PIN numbers must be different. (**Note:** Primary and secondary PINs are NOT interchangeable.)
- If the new user will have day and time access restrictions or be a member of a group, select **Time-Based Restrictions/Groups**.
- If the new user will be a group member, check the button adjacent to member of a group, then click the group name. For more information on groups, go to page 21.

LOCK / USER EDITOR *continued*

Day/Time Restrictions for sample

☒ **No Restrictions**

☐ **Member of a Group**
You may select only one group per user

☒ **Individual Restrictions**

<u>Allow These Days</u>	<u>From</u>	<u>To</u>	<u>Allow All Day</u>
<input type="checkbox"/> <u>Sunday</u>	No Access		<input type="checkbox"/>
<input checked="" type="checkbox"/> <u>Monday</u>	08:00 AM	08:00 PM	<input type="checkbox"/>
<input checked="" type="checkbox"/> <u>Tuesday</u>	08:00 AM	05:00 PM	<input type="checkbox"/>
<input type="checkbox"/> <u>Wednesday</u>	No Access		<input type="checkbox"/>
<input checked="" type="checkbox"/> <u>Thursday</u>	11:00 PM	07:00 AM (FRI)	<input type="checkbox"/>
<input type="checkbox"/> <u>Friday</u>	No Access		<input type="checkbox"/>
<input type="checkbox"/> <u>Saturday</u>	No Access		<input type="checkbox"/>

OK Cancel

10. Fill in the time slots the user is allowed access, or check **No Restrictions** if the user has 24 hour access. When filling in time slots, LockView will automatically wrap a day. (Example: 11 p.m. Monday - 7 a.m. Tuesday.)
11. If the user is to have access to slave locks, select the slave(s) in the bottom left section of the **User Editor** under **SlaveAccess**. The slave ID is made up of two digits located on the slave modules. The first digit corresponds to the position of DIP switch 7 (up=1 down=0). The second digit corresponds to the position of the HEX switch. For example, slave ID# 1C would have DIP switch 7 in the up position and the hex switch pointing to C.

NOTE: If the user is to have slave access only, deselect "Access Main box." This will give the user access to the slaves only, the main tool box will not open.

12. Select **OK** when done.

LOCK / USER EDITOR continued

Messages for user Doug

List of Current Messages:

Add Edit Delete

Current Message Count: 0
Current System Character Count: 0

Full Message

Begin Date: 8/17/2009 (Monday)

Display Repeats:

Expiration Date:

Close

Messages for user Doug

Display Repeats: Daily

Weekly
Monthly
Annually
Does Not Repeat

Calendar: August 2009

Limits:

- 16 messages per lock or user maximum
- 100 characters per message maximum
- 200000 total characters system limit

Current Message Count: 0
Current System Character Count: 0

Full Message

THIS IS A TEST OF THE GENERATION 3 MESSAGE SYSTEM

Begin Date: 8/17/2009 (Monday) *

Display Repeats: Daily

Expiration Date: * (0 or blank for 'Never')

Save Cancel

USER MESSAGES

When a credential is presented to a lock, it is possible for a user to see up to 16 different messages on the access panel display. To add messages in **User Editor**, select the desired user, and click **Messages**. To add a message:

1. Click **Add**.
2. Type the message. Note: Maximum of 100 characters per message.
3. Choose the **Begin Date** entry box by clicking "*" which will open a calendar. This will be the date on which the message will begin.
4. Choose how often the message will repeat in the **Display Repeats** pull down. **Daily** (every day), **Weekly** (same day of the week), **Monthly** (same day of the month), **Annually** (once a year, that exact date) **Does Not Repeat** (message will appear one calendar day only).
5. Choose the **Expiration Date** entry box. Clicking "*" will open a calendar. This will be the date on which the message will expire.
6. Click **Save** when done.
7. Note that there is a maximum of 16 messages per user.
8. Messages can be edited or deleted by highlighting the message from the **List of Current Messages** and choosing **Edit** or **Delete**.
9. Click **Close** when complete.

Messages for user Doug

List of Current Messages:

THIS IS A TEST OF THE GENERATION 3 MESSAGE SYSTEM

Add Edit Delete

Current Message Count: 1
Current System Character Count: 49

Full Message

THIS IS A TEST OF THE GENERATION 3 MESSAGE SYSTEM

Begin Date: 08/17/2009 (Monday)

Display Repeats: Daily

Expiration Date: Never

Close

LOCK / USER EDITOR *continued*

TO EDIT A USER

1. Select **Lock/User Editor**. Select **User Editor**.
2. Highlight **User Name** and select **Edit User**.
3. Select **OK** when done. Any changes made to a user must be uploaded to the locks to which the user has access. (See Read/Write Lock.)
4. Select **Close** when done.

TO DELETE A USER

1. Select **Lock/User Editor**. Select **User Editor**.

NOTE: Before deleting a user, it is recommended the user's access rights be removed from all locks. For more information on access rights, go to page 20. This ensures the user is deleted and will not be accidentally reinstated into the computer database.

2. Highlight **User Name** and select **Delete User**.
3. Select **Close** when done.

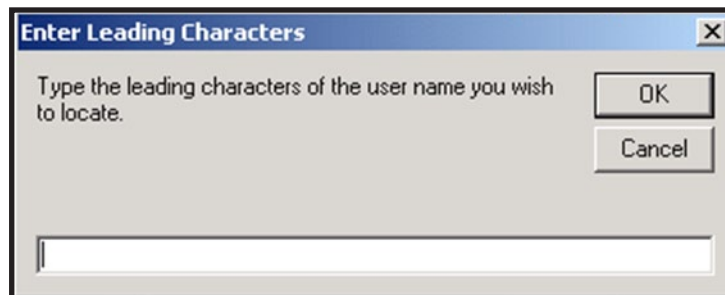
RECYCLE BIN

When a user is deleted from the LockView database, the user is moved into the **Recycle Bin**. Once in the **Recycle Bin**, the user can either be restored to the database or completely deleted from the database.

NOTE (VERY IMPORTANT): Two users cannot have the same PIN or card credential. This includes users in the recycle bin. If a credential is to be passed to a different user, the person who previously had the credential must be removed from the **Recycle Bin**.

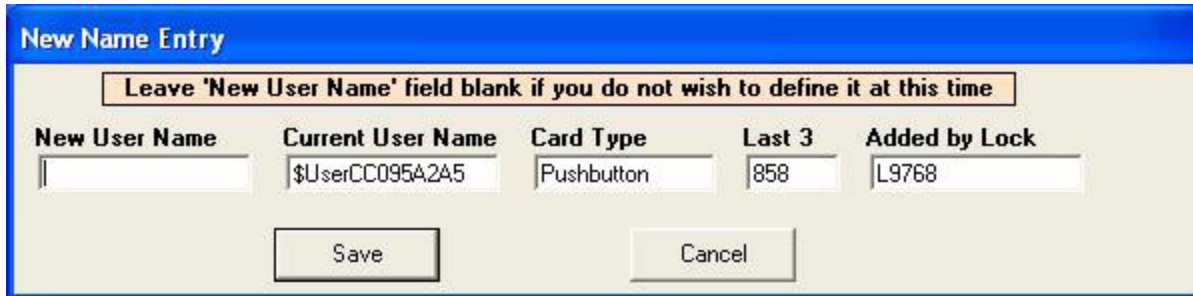
TO FIND A USER

If a user cannot be found in the **User Editor**, click **User Search**. Enter the first few characters of the user's name and click **OK**.



LOCK / USER EDITOR *continued***TO NAME A NEW USER**

Manually programmed users entered at the lock will appear as \$xxxxxx. Click **Name New Users** and a window will be opened that will prompt the naming of these users.



The image shows a 'New Name Entry' dialog box with a blue title bar. Inside, there is a yellow instruction box at the top that says 'Leave 'New User Name' field blank if you do not wish to define it at this time'. Below this, there are five input fields arranged horizontally: 'New User Name' (empty), 'Current User Name' (containing '\$UserCC095A2A5'), 'Card Type' (containing 'Pushbutton'), 'Last 3' (containing '858'), and 'Added by Lock' (containing 'L9768'). At the bottom of the dialog, there are two buttons: 'Save' and 'Cancel'.

New User Name	Current User Name	Card Type	Last 3	Added by Lock
	\$UserCC095A2A5	Pushbutton	858	L9768

Buttons: Save, Cancel

Enter the desired **New User Name** and click **Save**.

LOCK / USER EDITOR *continued*

LOCK EDITOR

The **Lock Editor** tab is used to add, edit, or delete locks from the database.

TO ADD A NEW LOCK

1. Select **Lock/User Editor**. Select **Lock Editor**.
2. Select **Add Lock** to create a new lock in the database.

The screenshot shows the **Lock / User Editor** window with the **Lock Editor** tab selected. The interface includes a sidebar with buttons: **Add Lock**, **Edit Lock**, **Delete Lock**, **Find Serial #**, **Name New Locks**, **Out of Sync List**, and **Messages**. The main area contains fields for **Lock Name**, **Serial Number**, **Setup Code**, and **Lock Location**. Below these are **Access Type** options: **Pushbutton** (selected), **Prox/Pushbutton**, **Mag/Pushbutton**, and **Barcode/Pushbutton**. There is also a **CAC** checkbox. The **Open Time** is set to 60 seconds. The **Audio Volume** dropdown is set to **3 - Very Loud**. The **Tilt Sensitivity** dropdown is set to **0 - Off**. The **Tilt Alarm Time** is set to 10 seconds. At the bottom, there are checkboxes for **Passage Mode**, **Dual Credential Users -do not require PIN:**, and **Lock On Shake**. There are also buttons for **Bad Credential Lockout** and **Networked eLock Scheduler**. The **Lock in Sync?** status is **NO** with a **View** button. The **Lock Time Zone** is set to **(GMT-06:00) Central Time (US & Canada)**. At the bottom right are **Refresh**, **OK**, **Cancel**, and **Close** buttons.

Two callout boxes provide details for the dropdown menus:

- Audio Volume Callout:**
 - 3 - Very Loud
 - 0 - Very Quiet
 - 1 - Quiet
 - 2 - Loud
 - 3 - Very Loud
- Tilt Sensitivity Callout:**
 - 0 - Off
 - 0 - Off
 - 1
 - 2
 - 3 - Default
 - 4
 - 5
 - 6
 - 7 - Most Sensitive

Two additional windows are shown at the bottom:

- Network eLock Scheduler:**
 - ☐ Disable Lock LAN module
 - Update Interval: 12 : 00 hh:mm
 - Retry Interval: 0 : 5 hh:mm
 - Retry Count: 3 attempts
 - Failure Interval: 3 : 00 hh:mm
 - Buttons: **OK**, **Exit**
- Bad Credential Lockout:**
 - ☒ After 3 bad attempts in 5 minutes lock out for 5 minutes.
 - ☐ Never lock out
 - Buttons: **OK**, **Exit**

LOCK / USER EDITOR *continued*

3. Enter a name for the new lock being created. **Lock Name** must be between 4 and 14 characters in length including spaces.
 4. Enter the **Lock Serial** and **Setup Code** numbers.
 ➔ **The lock's serial and setup code numbers are on a sticker included with the lock.**
 5. Choose the **Prox/Push, Mag/Push, Barcode/Push button** (under access type) if the lock being entered is provided with one of these card readers. **Note:** It is not possible to edit a lock's access type. If the lock's access type needs to be changed, the lock must be **deleted** and **recreated** with the appropriate card reader selected. Prox/Push corresponds to HID Prox and HID iCLASS.
 6. If the tool box is provided with the TCMAX system and a CAC card reader, which will be used for tool box access, click CAC.
 7. Enter the number of seconds **Open Time (sec)** to program how long the lock will remain open before automatically re-locking.
 8. The **Audio Volume** drop down selects how loud the lock will beep upon pressing buttons on the access panel. The available choices are **0-9**; **0** equals OFF and **9** equals loudest.
 9. Under "**Tilt Sensitivity**" choose the sensitivity of the tilt alarm. The available choices are **0-7**; **0** equals off and **7** equals the most sensitive. **Note:** to enable the tilt alarm, press and hold "Lock" on the keypad. Unit must be locked.
 10. The **Tilt Alarm Time** drop down selects the amount of time the tilt alarm will sound (after it is triggered).
 11. Click the **Bad Credential Lockout** button to open the bad credential lockout sub menu. The **Bad Credential Lockout** default is **Never Lockout**.
 There are three adjustments:
 - a) **After** ___ number of **bad attempts**
 - b) **In** ___ number of **minutes**
 - c) **Lockout for** ___ number of **minutes**
 For example, after 5 bad attempts in 5 minutes, lockout for 5 minutes.
 12. If the lock is provided with an Ethernet or 802.11 module, choose how often the lock will check for updates to the database in the Networked eLock schedule sub menu. Click the "Networked eLock scheduler" button to open. **NOTE:** If the lock does not have a LAN module, choose **Disable Lock LAN Module**.
 - a. **Update Interval**- How often the lock will turn on the LAN module and check the network database for updates (enter in HH:MM format)
 - b. **Retry Interval**- If the networked lock was unable to connect to the database through the network, enter the amount of time before it retries. (enter in HH:MM format)
 - c. **Retry Count**- If the networked lock fails to connect to the database upon retry, the lock will continue to retry the number of times in the "retry count"
 - d. **Failure Interval**: If every attempt to connect to the database under the **Retry Count** is unsuccessful, **Failure Interval** is the amount of time the lock will wait before starting the **Retry Interval** again. (Enter in HH:MM format.)
- NOTE:** Each time the lock turns on the LAN module to check the database for updates, a significant amount of energy is drained from the battery.
13. **Passage Mode** will allow any user to place a lock into **Passage Mode**. **Passage Mode** will keep the lock in the unlocked state indefinitely. **Note:** After a valid credential has been presented and the unit has unlocked, press and hold "Enter" on the access panel keypad to activate **Passage Mode**.
 14. If it is desired for dual credential users not to be required to enter both credentials on this particular lock, **Dual Credential Users do not Require PIN**.
 15. **Lock On Shake** will allow an open lock to automatically relock upon movement of the unit. The sensitivity of this feature will be identical to the sensitivity of the alarm **Tilt Sensitivity**
 16. **Drawer Alarm** will cause the alarm to sound if:
 - a) a drawer remains in the open position on an unlocked unit followed by a "Lock" operation (a drawer was left open) or
 - b) a drawer is opened on a locked tool box (someone broke in)**Note:** optional hardware is required for this feature.
 17. Choose the time zone in which the lock is installed under the Lock Time Zone pull down menu. This is helpful if the server and the lock are in different time zones.

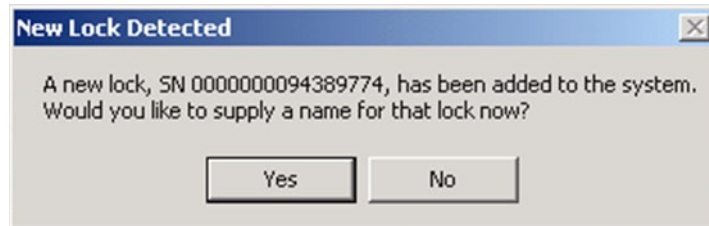
LOCK / USER EDITOR *continued*

18. Select **OK** when done.

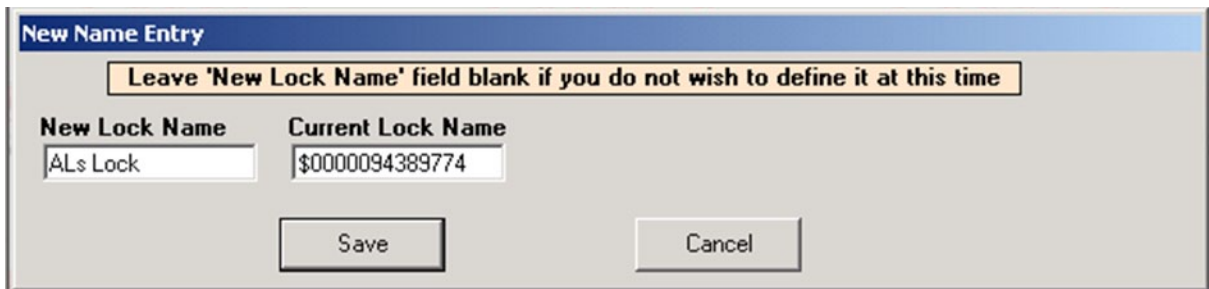
Note: The lock's internal memory must match the database for every setting noted above. The status of the lock setting VS database setting is shown adjacent to **LOCK IN SYNC? YES/NO**. If the lock and the database are NOT in sync, the **VIEW LOCK SETTINGS** button will appear. This button will open the **Lock Settings** tab in **Read/Write Lock**.

Alternately, the lock can be automatically enrolled into the database.

1. Press and hold "Clear" on the access panel keypad. "SETUP CODE" will appear.
2. Enter the setup code that was provided on the sticker set with the lock into the keypad.
3. Choose "1-UNLOCK" when prompted.
4. "SETUP READY" will appear.
5. Connect the USB dongle to the computer and route the 6 wire RJ11 cable from the dongle to the lock. If a network module is being used and it is setup, press the "Up" button on the keypad to initiate a manual update.



6. Within a few seconds, the following window will appear in LockView. SNXXXX is the serial number of the lock being added.
7. Click **Yes**.



8. Enter the **New Lock Name**. The lock and all of the settings will be loaded into the database.

LOCK / USER EDITOR continued

Messages for user Doug

List of Current Messages:

Add Edit Delete

Current Message Count: 0
Current System Character Count: 0

Full Message

Begin Date: 8/17/2009 (Monday)

Display Repeats:

Expiration Date:

Close

Messages for user Doug

Display Repeats: Daily

Calendar: August 2009

Limits:

- 16 messages per lock or user maximum
- 100 characters per message maximum
- 200000 total characters system limit

Current Message Count: 0
Current System Character Count: 0

Full Message

THIS IS A TEST OF THE GENERATION 3 MESSAGE SYSTEM

Begin Date: 8/17/2009 (Monday) *

Display Repeats: Daily

Expiration Date: * (0 or blank for 'Never')

Save Cancel

LOCK MESSAGES

It is possible for every user to see up to 16 different messages on the access panel display. To add messages in **Lock Editor**, select the desired lock and click **Messages**. NOTE: Lock messages will appear for every user that has access to the lock. Lock messages are independent from user messages. To add a message:

1. Click **Add**.
2. Type the message. Note: Maximum of 100 characters per message.
3. Choose the **Begin Date** entry box by clicking "*" which will open a calendar. This will be the date on which the message will begin.
4. Choose how often the message will repeat in the **Display Repeats** pull down. **Daily** (every day), **Weekly** (same day of the week), **Monthly** (same day of the month), **Annually** (once a year, exact date) **Does Not Repeat** (will appear one calendar day only)
5. Choose the **Expiration Date** entry box. Clicking "*" will open a calendar. This will be the date on which the message will expire.
6. Click **Save** when done.
7. Note: there is a maximum of 16 messages per lock.
8. Messages can be edited or deleted by highlighting the message from the **List of Current Messages** and choosing **Edit** or **Delete**.
9. **Close** when complete.

Messages for user Doug

List of Current Messages:

THIS IS A TEST OF THE GENERATION 3 MESSAGE SYSTEM

Add Edit Delete

Current Message Count: 1
Current System Character Count: 49

Full Message

THIS IS A TEST OF THE GENERATION 3 MESSAGE SYSTEM

Begin Date: 08/17/2009 (Monday)

Display Repeats: Daily

Expiration Date: Never

Close

LOCK / USER EDITOR *continued*

TO EDIT AN EXISTING LOCK

1. Select **Lock/User Editor**. Select **Lock Editor**.
2. Highlight **Lock Name** and select **Edit Lock**. Note: lock **Access Type** and dual credential status cannot be edited.
3. Select **OK** when done.

NOTE: The lock's internal memory must match the database for: Access Type, Lock Type, Open Time, Dual Credential Users do not require PIN, Bad Credential Lockout. To compare the lock settings information and database information, go to the **Lock Settings** tab under **Read/Write Lock** and update as necessary.

4. Select **Close**.

TO DELETE A LOCK

1. Select **Lock/User Editor**. Select **Lock Editor**.

NOTE: Before deleting a lock, it is recommended to remove all access rights to the lock from all users. This ensures the lock is deleted and will not be accidentally reinstated.

2. Highlight Lock Name and select **Delete Lock**.
3. Select **Close** to close **Lock Editor**.

TO NAME A NEW LOCK

If a lock was automatically entered into the database and has not been given a proper name; the lock name will appear as \$xxxxxx in the list of locks in the **Lock Editor**, "xxxxxx" represents the serial number of the lock. To give the locks a proper name, click **Name New Locks**.

New Name Entry

Leave 'New Lock Name' field blank if you do not wish to define it at this time

New Lock Name	Current Lock Name
ALs Lock	\$0000094389774

Save Cancel

OUT OF SYNC LIST

Clicking the **Out of Sync** button will open a window that shows the list of locks that are not “in sync” with the database (lock settings or current users)

LOCK / USER EDITOR *continued*

ACCESS RIGHTS

Access Rights is used to choose which locks users can have access to in the database. Each lock is limited to a total of 999 users.

1. Select **Access Rights** from the **Lock/User Editor** window.

NOTE: Select **User/Group Name** or **Lock Name** in the bottom left corner under **Sort by** to view access rights organized by user/group name or lock name/group. In steps 2-4, the window is set for **Sort by: User/Group Name**.

2. Select the user/group whose access rights will be modified.
 - ➔ All locks in the left column are locks to which the selected user/group does not have access.
 - ➔ All locks in the right column are locks to which the selected user/group has access.

NOTE: An unchecked box in the adjacent entry represents information that has not yet been uploaded into the lock.

Lock / User Editor

User Editor Lock Editor **Access Rights** Group Editor

Total Users: 7 **Total Locks: 6**

User/Group Name:

- Chris
- Doug
- Jesse
- Kenneth
- Mike
- Pat M
- sample super

Locks Selected User/Group DOES NOT have access to:

- ☒ Jesses locker
- ☒ Kens tool box
- ☒ Pats tool box

Locks Selected User/Group has access to:

- ☒ Als lock
- ☐ Mikes tool box
- ☐ Mitch top chst

Sort by:

☒ User/Group Name ☐ Lock Name

Completed modifications will have a green check in the box next to the user/lock name
* Indicates Group name

Refresh User Search Lock Search

Close

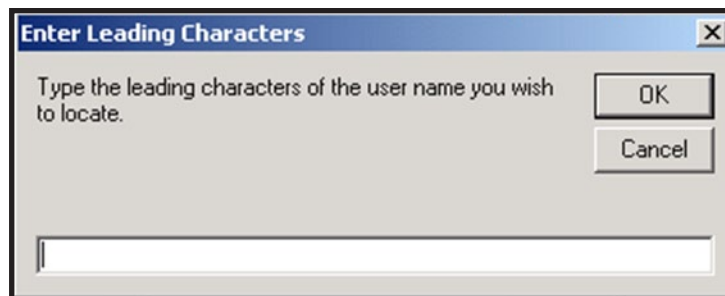
LOCK / USER EDITOR *continued*

3. To change access rights for a single lock, select lock from the list and:
 - ➔ Press the appropriate single arrow button between the two columns, or
 - ➔ Double click on the lock name.
4. To change access rights for all the listed locks:
 - ➔ Switch one lock at a time (refer to step 3), or
 - ➔ Press the appropriate double arrow button between the two columns.

NOTE: Changing a position in **Access Rights** only changes the computer database. The contents of the lock do not automatically change. See **READ/WRITE LOCK** for instructions on updating the lock database.

NOTE: If there is a change to a user's status, i.e. Supervisor Level, Time Based Access, Passage Mode, etc. the box on the right will be unchecked. A Write Changes operation will need to be completed to update the lock.

5. When viewing users/groups, the group name will be followed by an asterisk (*) along with the number of members of the group in parentheses, for example (4) indicates four members. When adding groups, each group member will use one memory slot in the lock.
 - ➔ Access rights can also be sorted according to the lock name. If organized by lock name, refer to steps 2-4 but substitute lock access rights for users access rights.
6. If a user/group/lock cannot be found, click **User Search** or **Lock Search**. Click **OK** after the leading characters of the user/group/lock name have been entered.

**GROUP EDITOR**

The **Group Editor** tab is used to add, edit, or delete groups from the computer database. This option makes it easier to add or delete groups of users from a lock. Users in a group will all have the same time-based access to locks, as well as common access rights.

TO ADD A NEW GROUP

1. Select the **Lock/User Editor** window. Select the **Group Editor** tab.
2. Select **Add Group** to create a new group in the computer database.
3. Enter the new group's name.
4. If the new group has no restrictions, check the **No Restrictions** box.
5. If the new group has restricted access to locks, check the days the group is not restricted.

LOCK / USER EDITOR *continued*

6. Fill in the time slots the new group can access the locks, or check the **All Day** box if the group has 24 hour access. When filling in time slots, LockView® will automatically wrap a day. (Example: 11 p.m. Monday - 7 a.m. Tuesday.)
7. Select **OK** when done.
8. Select **Close** to close the **Group Editor** tab.

TO EDIT A NEW GROUP

1. Select the **Lock/User Editor** window. Select the **Group Editor** tab.
2. Select group name and then select **Edit Group** to edit the group's restriction information.
3. Select **OK** when done.
4. Select **Close** to close the **Group Editor** tab.

Lock / User Editor

User Editor Lock Editor Access Rights **Group Editor**

There are 0 users assigned to this group

Groups:

Add Group Edit Group Delete Group Show Users Print Group

First Shift
Second Shift
 Third Shift

Group Name:

☐ No Restrictions
☒ Restrict by Day/Time

Allow These Days	From	To	Allow All Day
<input type="checkbox"/> Sunday	No Access		<input type="checkbox"/>
<input checked="" type="checkbox"/> Monday	No Restriction		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Tuesday	No Restriction		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Wednesday	No Restriction		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Thursday	No Restriction		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Friday	12:00 AM	05:00 PM	<input type="checkbox"/>
<input type="checkbox"/> Saturday	No Access		<input type="checkbox"/>

Select / Clear All Select / Clear All

OK Cancel

Close

LOCK / USER EDITOR *continued*

TO DELETE A GROUP

1. Select the Lock/User Editor window.

NOTE: If you delete a restriction group, all users assigned to it will be set to “No Access.”

2. Select group name and then select **Delete Group** to delete an existing user from the local computer database.
3. Select OK to close the **Group Editor** tab.

PRINT GROUP

To print the names of the members of a group(s) AND the locks to which they have access, click the **Print Group** tab.

SHOW USERS

Clicking the Show Users button will pop up a list of all users currently assigned to a highlighted group.

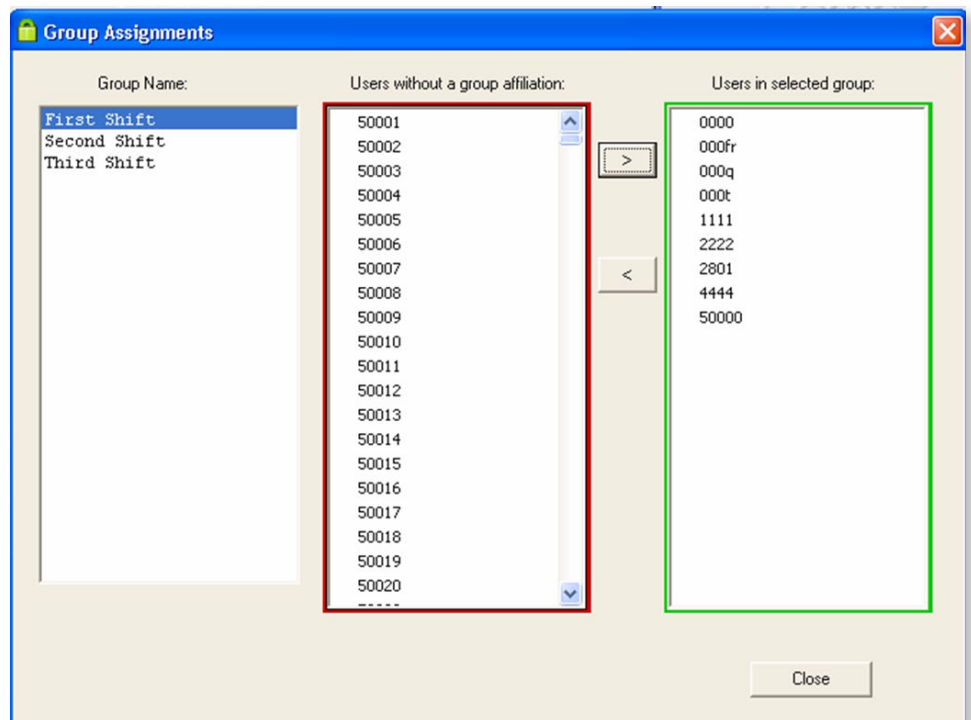
Read/Write Lock contains four (4) tabs that allow the Operator to view the database of a lock and download the audit trail from a lock.

USER/GROUP ASSIGNMENT

1. Select **User / Group Assignment** to open up the **Group Assignments** window. The name of the group(s) appear in the left column.
2. Click to highlight the name of the group of interest.
3. The middle column (outlined in red) lists all users who do not have an affiliation to the selected group. The right column (outlined in green) lists all users who are affiliated with the selected group.
4. Click to highlight the user(s) to be manipulated and click the < or > button to shift the user(s) into the desired columns.

NOTE: *Ctrl + click or Shift + click can be used to highlight multiple users.*

5. Click **Close** button when done.

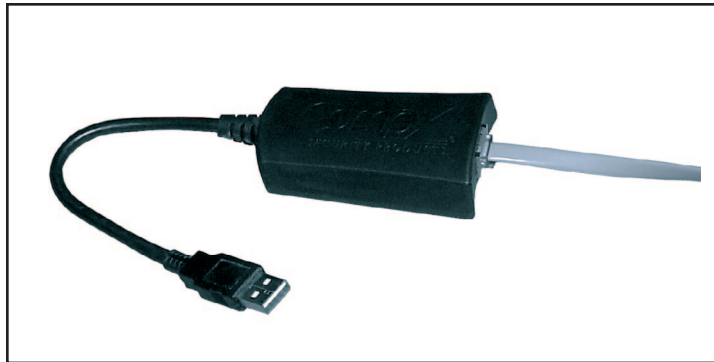


READ / WRITE LOCK

Read/Write Lock contains four (4) tabs that allow the Operator to view the database of a lock and download the audit trail from a lock.

CONNECTION

Connection allows the Operator to view a lock's memory content — either virtually (with a networked connection) or in real time with a USB dongle connection.



TO CONNECT TO A LOCK:

1. Select **Read/Write Lock**. If the **Read/Write Lock** window is already open, make sure the **Connection** tab is open.
2. Connect the 6 wire RJ11 cable from the lock to the LockView® USB adapter if real time slot reading is desired.
3. The connection icon should show a **RED** background.



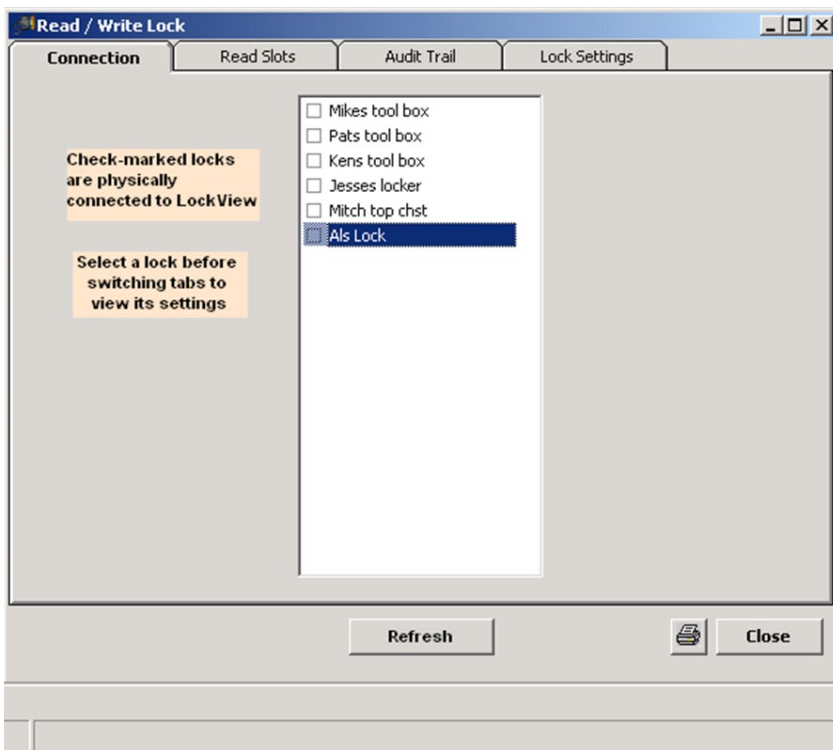
When the USB dongle is inserted and LockView is properly communicating with the dongle, the connection icon should show a **GREEN** background.



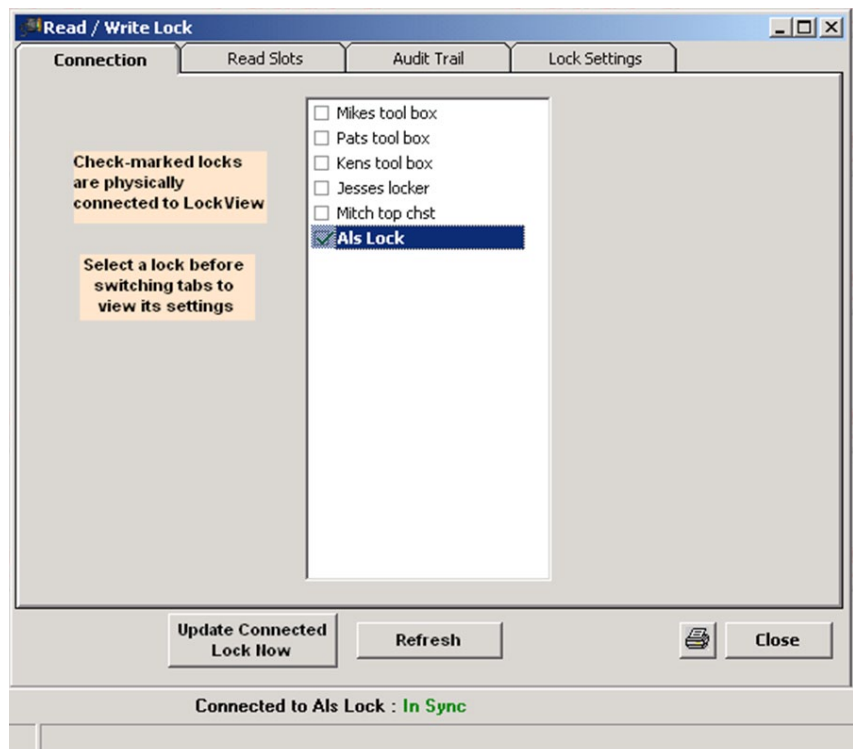
If the connection background does not change to green, the dongle drivers are not properly loaded. Visit **compix.com** to download new dongle drivers or contact technical support.

READ / WRITE LOCK *continued*

4. The **Read/Write Lock** screen is shown below.



5. Insert the other end of the 6 - wire RJ11 cable into the lock. After a few seconds, the screen should look similar to the figure below, with the lock name to which the RJ11 cable is connected being highlighted with a check appearing the box next to it. Further, the status bar will now say **Connected to: lock name** where lock name is the name of the connected lock.



READ / WRITE LOCK *continued*

READ SLOTS

Read Slots allows the Operator to view the slots assigned to users in the database along with the actual contents of the slots in the lock. If the computer database and the lock contents for a numbered slot do not match, the information in the corresponding slots will be displayed in different colors.

1. Highlight the lock to view in the **Connection** tab of the **Read/Write Lock** menu.
2. Select **Read Slots**.

LOCK DATABASE INFORMATION “LOCK”

- ➔ User name
- ➔ Access type
- ➔ Slot number
- ➔ Supervisor rights level
- ➔ Group Membership

COMPUTER DATABASE INFORMATION “Db”

- ➔ User name
- ➔ Access type
- ➔ Slot number
- ➔ Supervisor rights level
- ➔ Group Membership

This report also shows if information in the slot database of the lock differs from the slot in the computer database. This is illustrated with blue text, and black text. If the entry in the computer database is in orange, the users information (supervisor level, passage mode status, dual credential status, time based access status, messages, slave access) in the database has been modified and will need to be updated within the lock's database.

Read / Write Lock

Connection **Read Slots** Audit Trail Lock Settings

(0 Supervisors, 4 Regular Users - 4 Total Users in Als lock)
(0 Supervisors, 1 Regular Users - 1 Total Users in Database)

Slots for: Als lock

	Username	Access Type	Supervisor	Group
Slot 0001 Lock:	CHRIS	Pushbutton	1	
Slot 0001 Db:	CHRIS	Pushbutton	1	---
Slot 0002 Lock:	JESSE	Pushbutton	1	
Slot 0002 Db:	-BLANK-	-blank-		---
Slot 0003 Lock:	KENNETH	Pushbutton	1	
Slot 0003 Db:	-BLANK-	-blank-		---
Slot 0004 Lock:	MIKE	Pushbutton	1	
Slot 0004 Db:	-BLANK-	-blank-		---

Update Connected Lock Now Refresh Close

This Read Slots screen shows:

- ➔ Four slot assignments for the computer database and a lock titled “Als Lock”
- ➔ Slots 0002, 0003, and 0004 of the computer database do not match the lock's database.

READ / WRITE LOCK *continued*

Read / Write Lock

Connection **Read Slots** Audit Trail Lock Settings

(0 Supervisors, 1 Regular Users - 1 Total Users in Als lock)
 (0 Supervisors, 1 Regular Users - 1 Total Users in Database)

Slots for: Als lock

	Username	Access Type	Supervisor	Group
Slot 0001 Lock:	CHRIS	Pushbutton	1	
Slot 0001 Db:	CHRIS	Pushbutton	1	---

Update Connected Lock Now Refresh Close

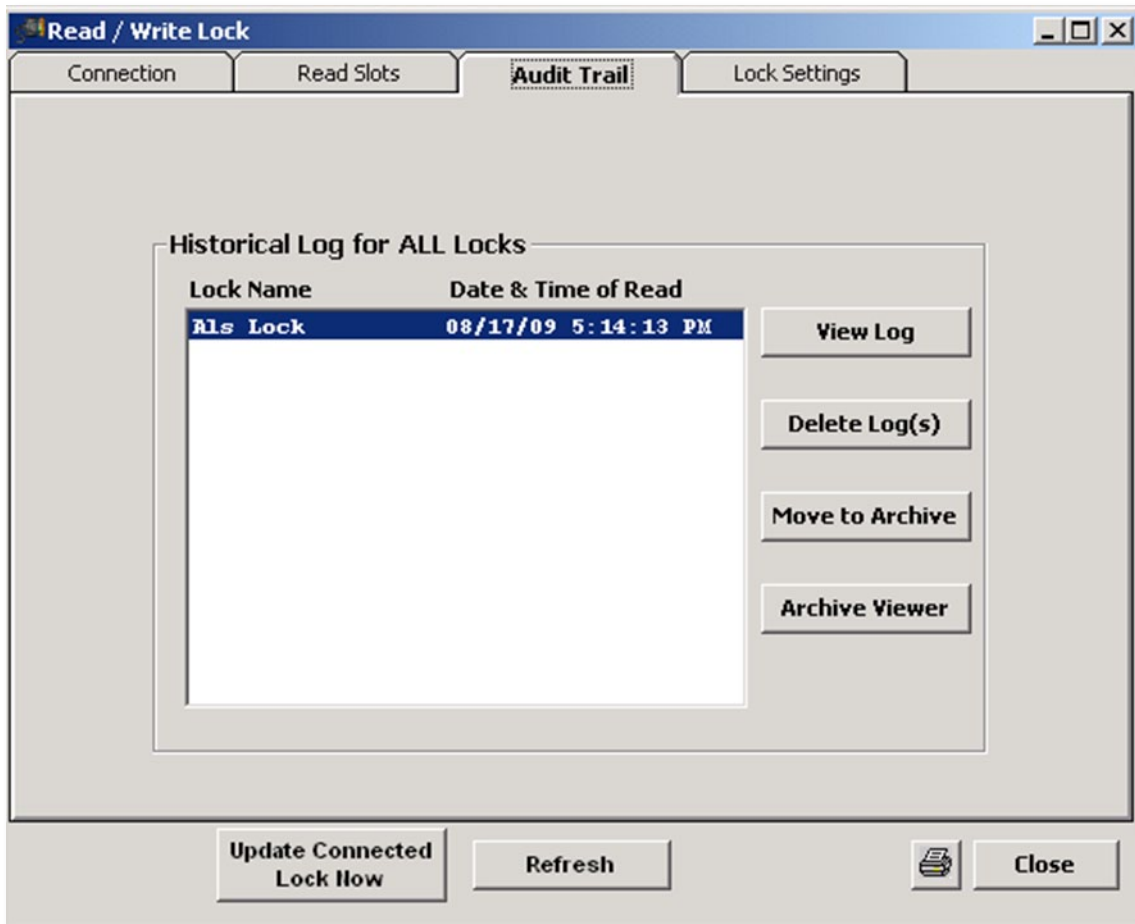
The **Update Connected Lock Now** button was pressed or the update occurred automatically. The computer database and lock database now match.

Note: The *Update Connected Lock Now* button does not appear in a network connection. The databases will automatically sync upon a network connection.

READ / WRITE LOCK *continued*

AUDIT TRAIL

Audit Trail allows the Operator to view the audit trail of a lock. An audit trail is a log of a lock's past operation. These logs include the name of a user attempting to gain access, name of the lock being accessed, what type of credential is being used, and date and time of attempted access. A full audit trail is maximum of 15,000 entries. The audit trail screen will also allow viewing and manipulation of audit trails.



1. Select **Audit Trail** from **Read/Write Lock** window.
2. Select the lock whose audit trail is to be viewed.
3. Select **View Log**.

LOG INFORMATION INCLUDES:

- ➔ Name of the lock
- ➔ Name of the user that attempted access to the lock (if the database has a record for that credential)
- ➔ The credential type that was used by the user
- ➔ Date and time of attempted access
- ➔ Activity detail, noted under "status"

READ / WRITE LOCK *continued***FULL STATUS LIST:****Latch opened**

This is an indication of a valid credential being shown, and the lock successfully opening.

***Drawer opened**

This is an indication of one of the drawer switches opening (optional hardware required and **Drawer Alarm** must be activated in the **Lock Editor**, **OR** the drawer alarm must be activated on a slave lock). May also be prefaced with a slave number (*), if the drawer alarm on the slave lock is activated.

***Tilt detected**

This is an indication of the tilt alarm sensor sounding. **Tilt Sensitivity** in the **Lock Editor** must not be set to 0, **OR** the tilt alarm must be activated on a slave lock. May also be prefaced with a slave number (*), if the tilt alarm on the slave lock is activated.

Latch closed

This is an indication of the lock closing, either by a valid credential being shown, the **lock** button being pressed on the access panel or the **Open Time** timing out.

***Drawer closed**

This is an indication of all of the drawer switches closing (optional hardware required and **Drawer Alarm** must be activated in the **Lock Editor** **OR** the drawer alarm must be activated on a slave lock). May also be prefaced with a slave number (*), if the drawer alarm on the slave lock is activated.

***Tilt cleared**

This is an indication of the clearing (turning off) of the tilt alarm. **Tilt Sensitivity** in the **Lock Editor** must not be set to 0, **OR** the tilt alarm must be activated on a slave lock. May also be prefaced with a slave number (*), if the tilt alarm on the slave lock is activated.

Reboot FW version XX

This is an indication of the microprocessor restarting the firmware, firmware version is noted.

Inventory acceptable ...

This is an indication that a visual inventory of the toolbox was taken with acceptable results. May be followed by up to 14 numeric digits entered by the person performing the visual inventory.

Inventory missing items ...

This is an indication that a visual inventory of the toolbox was taken with unacceptable results. May be followed by up to 14 numeric digits entered by the person performing the visual inventory.

Time change: Prior to change**Time change: After change**

A supervisor has changed the time at the lock. "Prior to change" was the time that the lock was set when the time was changed. "After change" is the time to which the lock was set.

Access Denied- 2nd PIN mismatch.

This is an indication that access was denied to a dual credential user or supervisor due to second credential being incorrect.

Access granted on 2nd PIN.

This is an indication that access was granted to a dual credential user or supervisor.

READ / WRITE LOCK *continued*

Supervisor Mode granted on 2nd PIN.

This is an indication that the programming screens were accessed by a supervisor with dual credential.

Access Denied- No rights.

A credential was presented which was not recognized by the lock.

Access Denied- Lock was in lockout mode

This is an indication that access was denied to a user or supervisor due to the lock being locked out.

Access Denied- Time restriction.

This is an indication that access was denied to a user or supervisor due to time restrictions .

Access Pending- Await 2nd PIN.

This is an indication that the primary credential was accepted for a dual credential user or supervisor.

Access granted- 1st PIN.

This is an indication that access was granted to a dual credential user or supervisor on the first pin (**Dual Credential Users do not Require Pin** must be selected in the **Lock Editor**)

Supervisor Mode granted on 1st PIN.

This is an indication that the programming screens were accessed by a supervisor.

To view an older audit trail entry, select a historical audit trail log file and press the **View Log** button.

- The tool bar at the bottom of the audit trail display allows the Operator to **Close**, **Print**, **Save** to an external text file or csv file, filter or sort the audit trail log information.

Lock Name	User Name	Type of Access	Status	Date of Entry	Time of Entry
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:18:15 PM
Als Lock	Jesse	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:18:13 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:18:10 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:18:09 PM
Als Lock	Jesse	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:18:07 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:18:06 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:18:03 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:18:01 PM
Als Lock	Kenneth	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:18:00 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:57 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:17:56 PM
Als Lock	Mike	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:17:55 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:17:53 PM
Als Lock	Chris	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:17:52 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:49 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:46 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:43 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:17:42 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:41 PM
Als Lock	Jesse	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:17:39 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:17:37 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:36 PM
Als Lock	Kenneth	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:17:34 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:31 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:29 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:17:28 PM
Als Lock	Mike	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:17:27 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:17:25 PM
Als Lock	Chris	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:17:24 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:16:58 PM
Als Lock	Kenneth	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:16:56 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:16:54 PM

Close

Filter By
Username
Criteria:
Go

READ / WRITE LOCK *continued*

THE AUDIT TRAIL LOG CAN BE FILTERED ACCORDING TO:

- ➔ User Name
- ➔ Type of Access

THE AUDIT TRAIL LOG CAN BE SORTED ACCORDING TO:

- ➔ User Name
- ➔ Type of Access
- ➔ Status
- ➔ Date and Time

6. Audit trails can be viewed, deleted and archived by selecting the appropriate button.

LOCK SETTINGS

Lock Settings allows the Operator to view the operating characteristics and parameters of the lock chosen in the **Connection** tab. The internal time of the lock and the computer are also displayed.

1. Choose desired lock to view under **Connection** tab.
2. Select **Lock Settings** from **Read/Write Lock**.
3. The lock and computer database characteristics and parameters are displayed.

Read / Write Lock

Connection | Read Slots | Audit Trail | **Lock Settings**

Lock Name: 9785

Lock Serial Number: 0000000094389785

Lock Version: Snap5 1.100026 B0A4VT8

Firmware Date: Nov 03 2009 10:39:47

Last Lock Check-in: 20 May 2010 14:40:30:760

Current Server Date/Time: 20 May 2010 14:46:01:880

Lock Parameters

	Lock	Database
Access Type:	PROX	PROX
Open Time:	1min	2min
Passage Mode:	YES	NO
No PIN Req'd:	YES	YES
Audio Volume:	2	2
Lockout:	11/5/5	11/5/5
Tilt Sensitivity:	0	0
Tilt Alarm Time:	10	10
Lock On Shake:	NO	NO
Drawer Alarm:	NO	NO

Networked eLock Scheduler:

1/5/3/180 10/5/3/180

Refresh Close

This screen shows:

- ➔ Lock Access Type
- ➔ Audio Volume
- ➔ Open Time
- ➔ Passage Mode
- ➔ No PIN Req'd (dual credential users do not require PIN)
- ➔ Tilt Sensitivity
- ➔ Tilt Alarm Time
- ➔ Lock On Shake
- ➔ Lockout
- ➔ Drawer Alarm
- ➔ LAN Times

READ / WRITE LOCK *continued*

This report also shows if information in the lock database differs from the information in the computer database. This is illustrated with blue text and black text. The Lock Parameter information can be found and/or edited by opening **Lock Editor**.

4. Click the **Refresh** button to compare lock data to computer database data.
5. **Update Connected Lock Now** permits a direct manipulation of the lock database. Click the **Update Connected Lock Now** button to match up the lock with the computer database.

The screenshot shows the 'Read / Write Lock' window with the 'Lock Settings' tab selected. The window is divided into two main sections: lock identification data on the left and lock parameters on the right.

Lock Identification Data		Lock Parameters	
Lock Name:	9785	Access Type:	PROX
Lock Serial Number:	0000000094389785	Open Time:	2min
Lock Version:	Snap5 1.100026 B0A4YT8	Passage Mode:	NO
Firmware Date:	Nov 03 2009 10:39:47	No PIN Req'd:	YES
		Audio Volume:	2
		Lockout:	11/5/5
Last Lock Check-in:	20 May 2010 14:50:31:417	Tilt Sensitivity:	0
Current Server Date/Time:	20 May 2010 14:50:40:577	Tilt Alarm Time:	10
		Lock On Shake:	NO
		Drawer Alarm:	NO

Below the parameters, there is a section for the 'Networked eLock Scheduler' with two date fields, both showing '10/5/3/180'.

At the bottom of the window, there are three buttons: 'Update Connected Lock Now', 'Refresh', and 'Close'.

NOTIFIER

Notifier allows the LockView Operator to set up eReports. eReports can create and send (through email) audit trail reports from eLocks to a list of recipients on a programmable interval. eReports can also save these reports to a local hard drive.

The “Notifier” requires an internet connected network as well as a MSSQL database. There are two tabs in the **Notifier** menu: **Technical Setup** and **eReports Editor**.

Notifier Setup

Technical Setup | eReport Editor

Messaging Service Configuration

Web Service Address:

User ID:

Password:

TeleMessage MULTI-ALERT

Send email through: ☒ Messaging Service ☐ SMTP Server

Edit Services

TECHNICAL SETUP

The Notifier sends alerts through SMTP or through the third party SMS provider TeleMessage. Setting up SMTP and TeleMessage is done in **Technical Setup**.

Notifier Setup

Technical Setup | eReport Editor

Messaging Service Configuration

Web Service Address:

User ID:

Password:

TeleMessage MULTI-ALERT

Send email through: ☐ Messaging Service ☒ SMTP Server

SMTP Configuration

User Account Information

Sender Name: (optional)

Sender Email Address:

SMTP Login Information

☐ My SMTP Server requires authentication

Server Information

Outgoing Mail Server (SMTP):

Port:

Edit Services

Save Cancel Exit

NOTIFIER *continued*

1. To set up the SMS system, it is first required that a TeleMessage account is set up. Visit www.telemessage.com for details. A User ID and Password is required.
2. In the **Messaging Service Configuration** portion of the **Technical Setup** tab, enter the TeleMessage User ID and Password. The Web Service Address is already filled in, but can be edited if necessary.
3. Choose how an eReport will be sent; either by the messaging service (TeleMessage) or through SMTP by clicking the proper button in the middle of the **Technical Setup** window, adjacent to **Send email through:**
4. If SMTP is selected, enter the **Sender Name** and **Sender Email Address** in the **User Account Information** Section. Enter the **Outgoing Mail Server** and **Port** information in the **Server Information** area.
5. Selecting **Advanced** will open up the following options:

The screenshot shows the 'Notifier Setup' window with the 'Technical Setup' tab selected. The 'eReport Editor' tab is also visible. The 'Messaging Service Configuration' section includes a 'TeleMessage MULTI-ALERT' button, a 'Web Service Address' field with the value 'http://xml.telemessage.com/partners/xmlMessage.jsp', and 'User ID' and 'Password' fields. Below this, the 'Send email through:' section has two radio buttons: 'Messaging Service' (unselected) and 'SMTP Server' (selected). The 'SMTP Configuration' section is divided into 'User Account Information' and 'SMTP Login Information'. 'User Account Information' has 'Sender Name' (LockView Alert Notifier) and 'Sender Email Address' fields. 'SMTP Login Information' has a checkbox 'My SMTP Server requires authentication' which is unchecked. The 'Server Information' section has a 'Server Timeout' dropdown set to '30 seconds', a 'Use encrypted connection of type:' dropdown set to 'None', and an 'SMTP Authorization Method' dropdown set to 'Autodetect'. There is an 'OK' button next to the 'Use encrypted connection' dropdown. At the bottom of the window, there are 'Save', 'Cancel', and 'Exit' buttons, and an 'Edit Services' button above them.

The additional information will allow **Server Timeout**, **Encrypted Connection** (SSL or TLS), and **SMTP Authorization Method** (auto detect, PAIN, LOGIN, or CAM-MD5) to be entered.

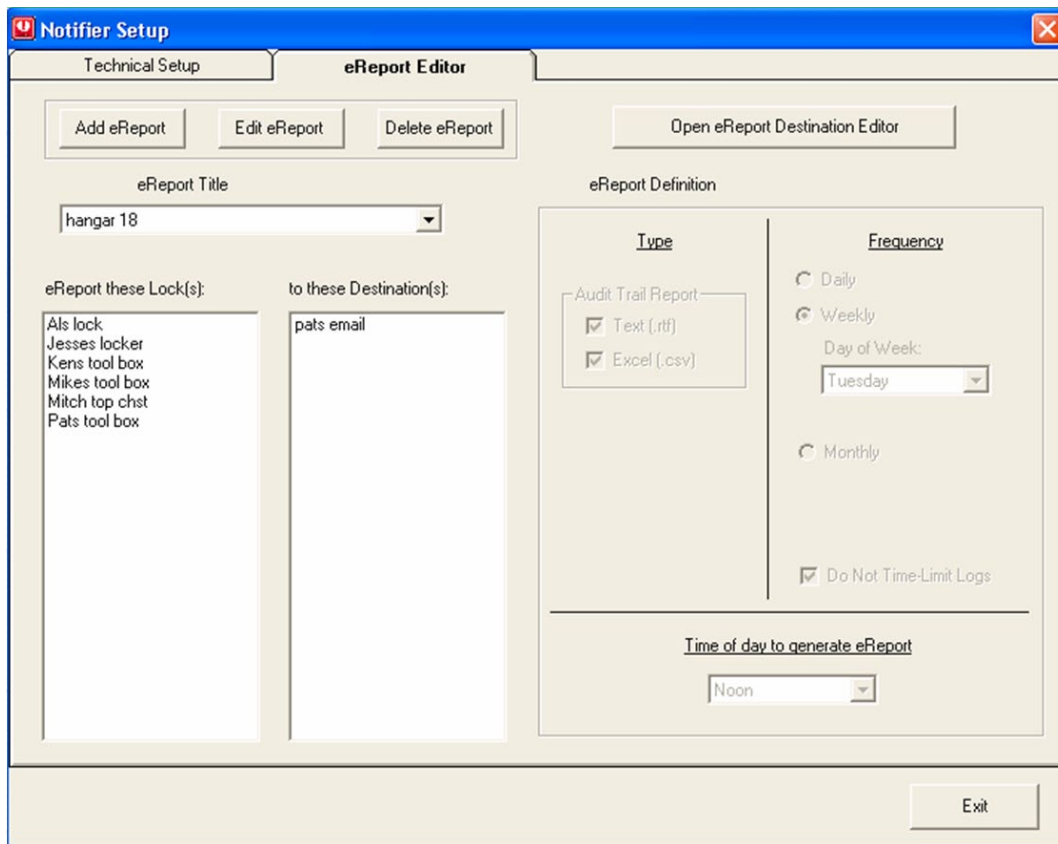
6. If the SMTP server requires authentication, user name and password can be entered in the bottom right corner of the **Technical Setup** tab, by clicking the box next to **My SMTP Server requires authentication**.

NOTIFIER *continued*

eREPORTS

eReports can automatically create and send access audit trail reports from eLocks to a list of recipient's email addresses known as **Destinations** on a programmable interval. These reports can also be saved to a local hard drive.

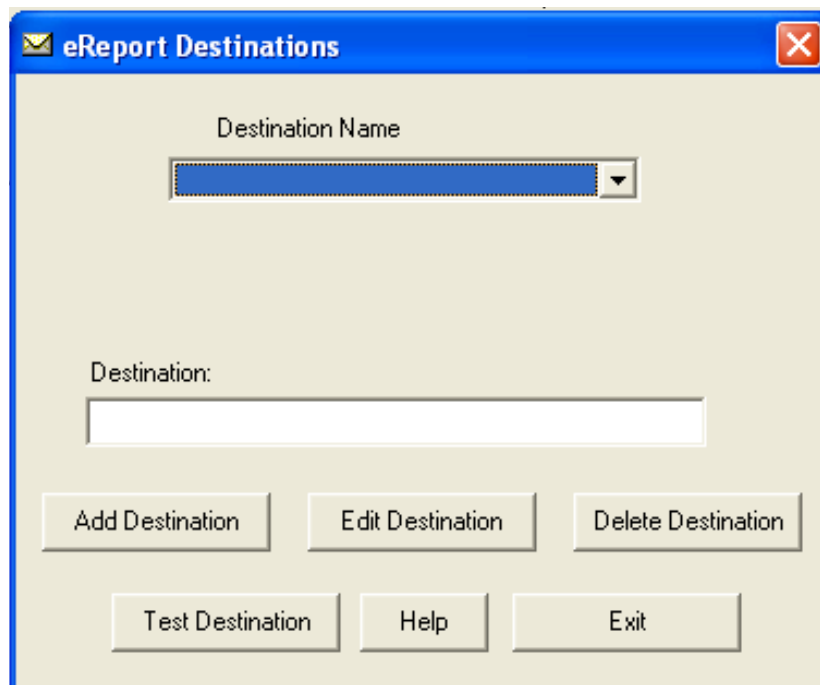
Click the **eReports** tab of the **Notifier** to set up eReports



The **Notifier Setup** window has two tabs: **Technical Setup** and **eReport Editor**. The **eReport Editor** tab is active, showing the following controls:

- Buttons: **Add eReport**, **Edit eReport**, **Delete eReport**, and **Open eReport Destination Editor**.
- eReport Title**: A dropdown menu currently showing "hangar 18".
- eReport Definition** section:
 - Type**: Under "Audit Trail Report", both ☒ **Text (.rtf)** and ☒ **Excel (.csv)** are selected.
 - Frequency**:
 - ☐ **Daily**
 - ☒ **Weekly**: Includes a **Day of Week:** dropdown menu set to **Tuesday**.
 - ☐ **Monthly**
 - ☒ **Do Not Time-Limit Logs**
 - Time of day to generate eReport**: A dropdown menu set to **Noon**.
- Two list boxes:
 - eReport these Lock(s):** Contains "Als lock", "Jesses locker", "Kens tool box", "Mikes tool box", "Mitch top chst", and "Pats tool box".
 - to these Destination(s):** Contains "pats email".
- Exit** button at the bottom right.

To Add/Edit/Delete **Destinations**, click the **Open eReport Destination Editor** button



The **eReport Destinations** window is used for managing destinations. It contains the following elements:

- Destination Name**: A dropdown menu.
- Destination:** A text input field.
- Buttons at the bottom: **Add Destination**, **Edit Destination**, **Delete Destination**, **Test Destination**, **Help**, and **Exit**.

NOTIFIER *continued*

ADD DESTINATION

1. Click the **Add Destination** button in the **eReport Destinations** window of the eReport editor tab.
2. Enter the **Destination Name** and type of destination (email address or network folder)
3. If the type of destination is an email address, enter the email address.
4. If the type of destination is a network folder, click the more information button (...) and navigate to the desired network folder.
5. Click **Save**
6. Click **Exit**

EDIT DESTINATION

1. Choose the Destination to be edited in the **Destination Name** pull down menu of the **eReport Destinations Editor**.
2. Click the **Edit Destination** button
3. Edit the type of destination (email address or network folder) and the details regarding the destination.
4. Click **Save**
5. Click **Exit**

DELETE DESTINATION

1. Choose the Destination to be deleted in the **Destination Name** pull down menu of the **eReport Destinations Editor**.
2. Click the **Delete Destination** button
3. Verify the deletion by clicking **OK**
4. Click **Exit**

Once destinations have been created, eReports can be created.

ADD eREPORT

1. Click the **Add eReport** button in the **eReport Editor**.
2. Enter a title for the eReport in the eReport Title entry box.
3. Choose which eLock(s) to report in the **eReport these Lock(s)** selection box.
4. Choose which destination(s) will receive the eReports in the **to these Destination(s)** selection box.

NOTE: Multiple eReports can be sent to multiple destinations by holding Ctrl on the keyboard while clicking the destination and/or name.

5. Choose the type of report in the **eReport Definition** section. There are two formats (Text and Excel)
6. Choose how often the report will be sent in the **eReport Definition** section. There are three options available: **Daily**, **Weekly** and **Monthly**. If **Weekly** is chosen, the day of the week must be selected. If **Monthly** is chosen, the day of the month must be selected.
7. Selecting **Do Not Time-Limit Logs** will cause a full report to be sent each time. That is, all data available for that eLock will be sent every time a report is generated. If **Do Not Time-Limit Logs** is not chosen, only data accumulated since the last report was created will be sent. For example, if **Daily** is chosen, only the past day's events will be in the report.
8. Choose the time of day the report will be created and sent under **Time of day to generate eReport**.
9. Click **Save** when complete.

EDIT AN eREPORT

1. Choose the eReport to be edited in the **eReport Title** drop down menu of the **eReport Editor**.
2. Click the **Edit eReport** button.
3. Edit the desired eLock, destination, eReport type and frequency
4. Click **Save** when complete.

NOTIFIER *continued*

DELETE AN eREPORT

1. Choose the eReport to be deleted in the **eReport Title** drop down menu of the **eReport Editor**.
2. Click the **Delete eReport** button.
3. Verify the deletion by clicking **OK**

PROGRAMMING EXAMPLE

Follow this example as two new users are added into the computer database and then added into a lock's database.

1. Select **Lock/User Editor**.
2. Select **Add User** and enter new user's information.

See pages 14-16 for more information on what each entry in the **User Editor** means.

NOTE: The following screens show a new user being added to the computer database.

Lock / User Editor

User Editor Lock Editor Access Rights Group Editor

You may auto-insert a user's credential by using the Magstripe, ProxCARD or iCLASS reader on a connected lock.

Users:

Chris
Doug
Jesse
Kenneth
Mike
sample super

Add User
Edit User
Delete User
Recycle Bin
User Search
Name New Users
Messages

User Name: Pat M
Full Name: Pat Mcdevitt
Company: Snap On

Credential Type: ☒ Pushbutton
☐ ProxCARD / iCLASS
☐ Magstripe
☐ Bar Code
☐ CAC Card

Pushbutton PIN: *****
Retype PIN: *****

Supervisor Level: 9

☐ Passage Mode
☒ Dual Credential

OK Cancel

SlaveAccess

00	01	02	03	04	05	06	07
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
08	09	0A	0B	0C	0D	0E	0F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	11	12	13	14	15	16	17
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	19	1A	1B	1C	1D	1E	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Select All
Clear All

Access Main box ☒

Time-based Restrictions / Groups ...

Close

PROGRAMMING EXAMPLE *continued*

Lock / User Editor

User Editor Lock Editor Access Rights Group Editor

You may auto-insert a user's credential by using the Magstripe, ProxCard or iClass reader on a connected lock.

Users:

Chris
Jesse
Kenneth
Mike
Pat M
sample super

Add User Edit User Delete User Recycle Bin User Search Name New Users Messages

User Name: Doug
Full Name: Doug McKenzie
Company:

Credential Type: ☐ Pushbutton ☒ ProxCard / iCLASS ☐ Magstripe ☐ Bar Code ☐ CAC Card

Proxcard Code: *****

Supervisor Level: 1

☐ Passage Mode
☐ Dual Credential

Chris has no messages

SlaveAccess

00	01	02	03	04	05	06	07
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
08	09	0A	0B	0C	0D	0E	0F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	11	12	13	14	15	16	17
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	19	1A	1B	1C	1D	1E	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Select All
Clear All

Access Main box ☒

Time-based Restrictions / Groups

OK Cancel

Close

User information for Pat M and Doug is added into the computer database by using the User Editor.

PROGRAMMING EXAMPLE *continued*

The new users do not have any access rights to locks.

3. Open **Lock Editor**.
4. Select **Add Lock**.

NOTE: The screen below is of a new lock being added to the computer database.

5. There are two different ways to enter a lock into the **Lock Editor**; manually or automatically. To enter the information manually, click **Add Lock** and enter the information into the screen. (See pages 15-17 for more information.)

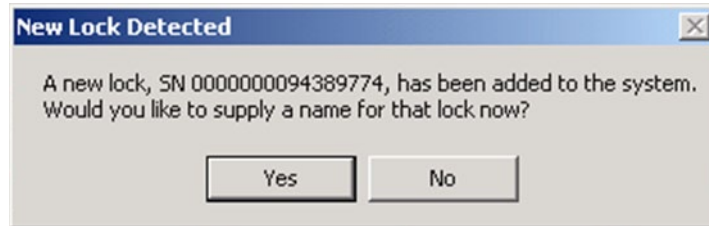
The screenshot shows the 'Lock / User Editor' window with the 'Lock Editor' tab selected. The interface includes a sidebar with buttons for 'Add Lock', 'Edit Lock', 'Delete Lock', 'Find Serial #', 'Name New Locks', 'Out of Sync List', and 'Messages'. The main area is divided into sections for lock configuration:

- Lock Name:** A list of existing locks is shown, with 'Als lock' selected. Below the list are fields for 'Lock Name' (containing 'tool chest3'), 'Serial Number' (containing '0000000098765346'), 'Setup Code' (containing '*****'), and 'Lock Location'.
- Access Type:** Radio buttons for 'Pushbutton', 'Prox/Pushbutton', 'Mag/Pushbutton' (selected), and 'Barcode/Pushbutton'. A checkbox for 'CAC' is also present.
- Open Time:** A field set to '60' seconds.
- Audio Volume:** A dropdown menu set to '3 - Default'.
- Tilt Sensitivity:** A dropdown menu set to '0 - Off'.
- Tilt Alarm Time:** A field set to '10' seconds.
- Lock in Sync?** A checkbox labeled 'Yes' with a 'View' button.
- Passage Mode:** A checkbox labeled 'Passage Mode:' which is checked.
- Dual Credential Users -do not require PIN:** A checkbox which is checked.
- Lock On Shake:** A checkbox which is unchecked.
- Bad Credential Lockout:** A button.
- Networked eLock Scheduler:** A button.
- Lock Time Zone:** A dropdown menu set to '(GMT-06:00) Central Time (US & Canada)'.

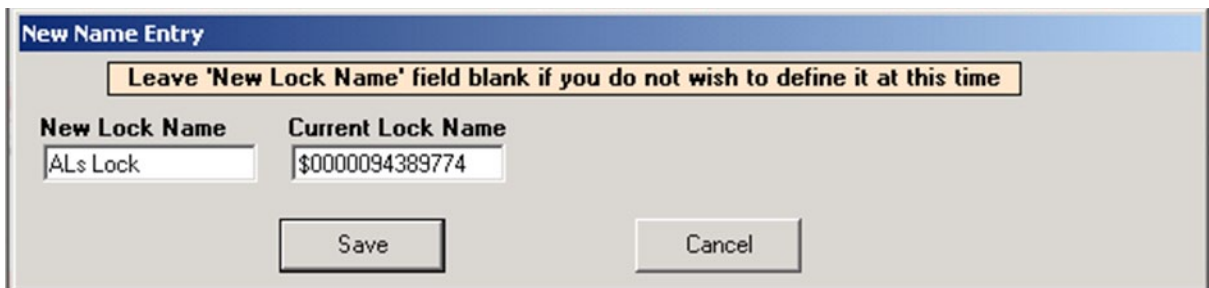
At the bottom right, there are buttons for 'Refresh', 'OK', 'Cancel', and a 'Close' button with a printer icon.

PROGRAMMING EXAMPLE *continued*

6. Alternately, the lock can automatically be added to the database.
 - a. Press and hold “CLEAR” on the access panel. “SETUP CODE” will appear on the display.
 - b. Enter the setup code that was provided on the sticker set with the lock into the keypad.
 - c. Choose “1-UNLOCK.”
 - d. “SETUP READY” will appear on the display.
 - e. Connect the USB dongle to the computer and route the 6 wire RJ11 cable from the dongle to the lock. If a network module is being used and it is setup, press the “Up” button to initiate a manual update.
 - f. Within a few seconds, the following window will appear, SNXXXX is the serial number of the lock being added.



- g. Click **Yes**.
 - h. Enter the **New Lock Name**. The lock and all of the settings will be loaded into the database.



- i. Click **Save**.

PROGRAMMING EXAMPLE *continued*

Click Access Rights tab. The screen below shows users Doug and Pat M DO NOT have access to the ALs lock.

Lock / User Editor

User Editor Lock Editor **Access Rights** Group Editor

Total Users: 6 Total Locks: 6

Lock Name:

- Als lock
- Jesses locker
- Kens tool box
- Mikes tool box
- Mitch top chst
- Pats tool box

Users/Groups who DO NOT have access to the Selected Lock:

- ☒ Doug
- ☒ Pat M

Users/Groups who have access to the Selected Lock:

- ☒ Chris
- ☒ Jesse
- ☒ Kenneth
- ☒ Mike

Sort by:

☐ User/Group Name

☒ Lock Name

Completed modifications will have a green check in the box next to the user/lock name

* Indicates Group name

Refresh User Search Lock Search

Close

PROGRAMMING EXAMPLE *continued*

By highlighting Doug and Pat M and selecting the appropriate arrow, these two new users are granted access to ALs lock as it shows in the next screen (which is the contents of the computer's database), but they still are not able to open the lock until they are uploaded into the lock's database. The two new users will not have a check mark next to their names and will not be able to open the ALs lock until they are uploaded into the lock's database. When they are uploaded, a check mark will appear in the box next to their names in the right column.

Lock / User Editor

User Editor Lock Editor **Access Rights** Group Editor

Total Users: 6 **Total Locks: 6**

Lock Name:

- ALs lock
- Jesses locker
- Kens tool box
- Mikes tool box
- Mitch top chst
- Pats tool box

Users/Groups who DO NOT have access to the Selected Lock:

Users/Groups who have access to the Selected Lock:

- ☒ Chris
- ☐ Doug
- ☒ Jesse
- ☒ Kenneth
- ☒ Mike
- ☐ Pat M

Sort by:

☐ User/Group Name

☒ Lock Name

Completed modifications will have a green check in the box next to the user/lock name

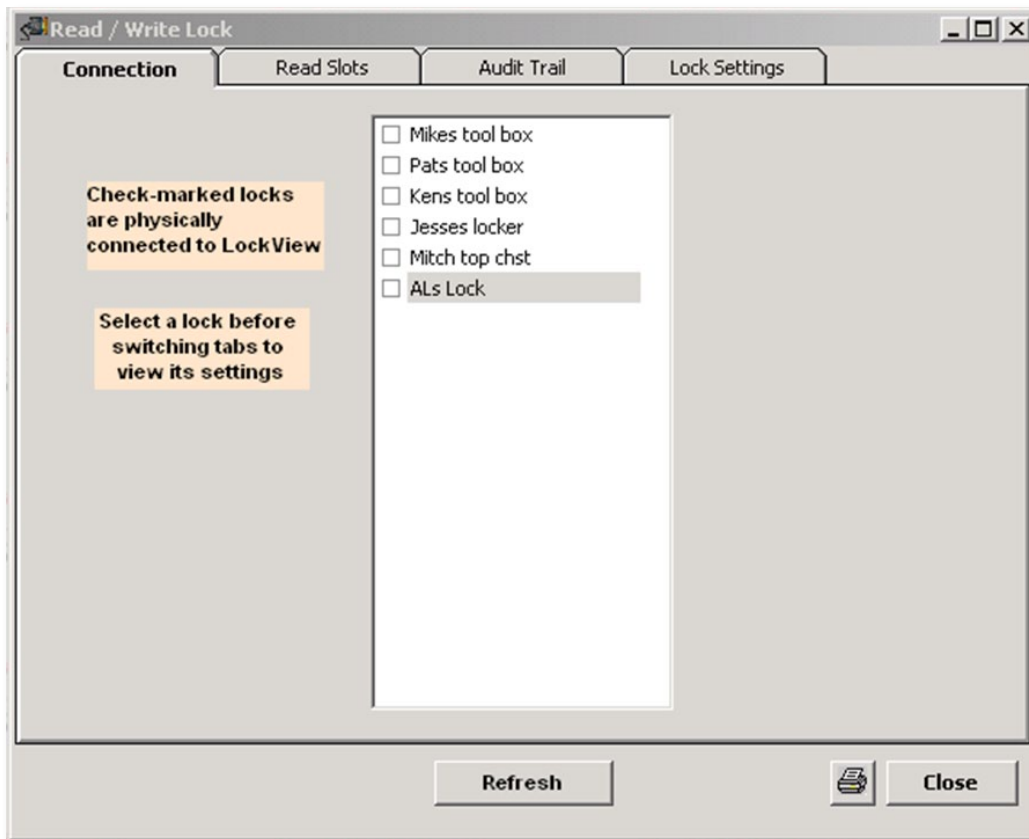
* Indicates Group name

Refresh **User Search** **Lock Search**

Close

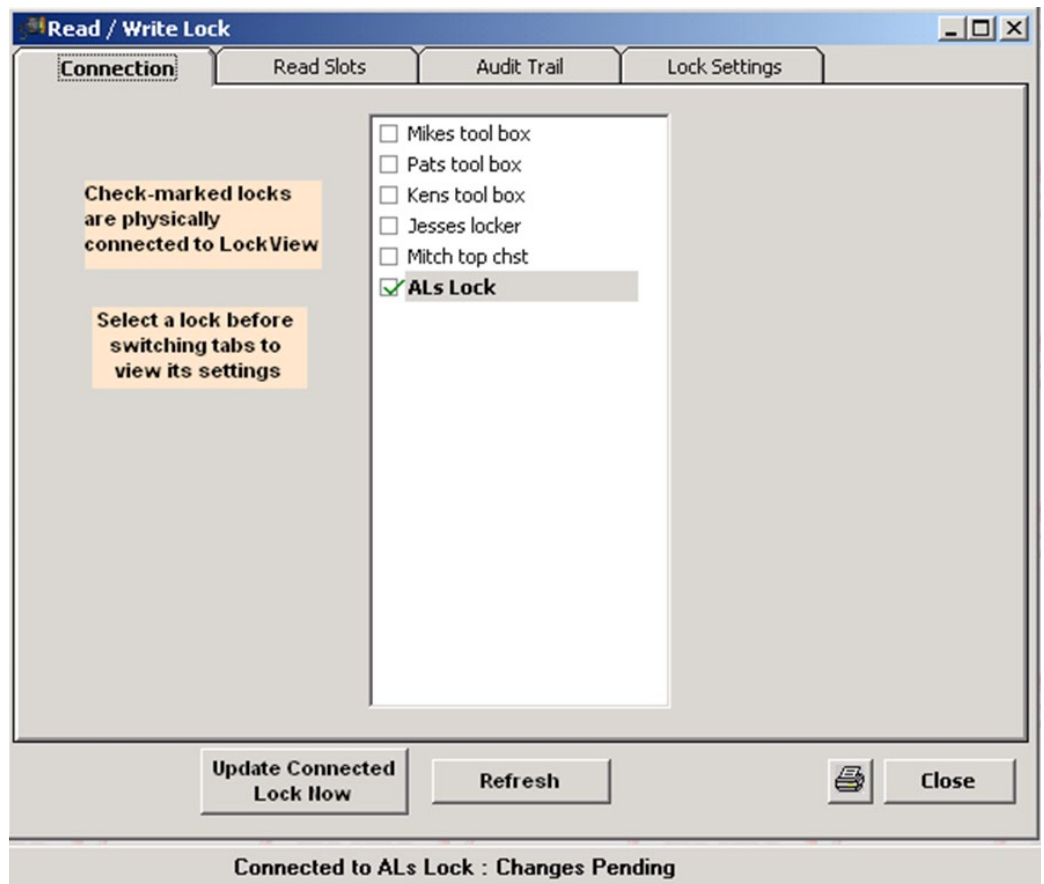
Open the **Read/Write Lock** menu. Choose the **Connection** tab.

PROGRAMMING EXAMPLE *continued*



Note: There are no highlighted locks or check marks.

Plug in the USB dongle into the computer and plug in the RJ11 cable into the lock. **Connected to ALs Lock** appears on the status bar as well as a check appears next to ALs lock.



PROGRAMMING EXAMPLE *continued*

7. Select **Read Slots**.

Read / Write Lock

Connection | **Read Slots** | Audit Trail | Lock Settings

(0 Supervisors, 4 Regular Users - 4 Total Users in Als lock)
(1 Supervisors, 5 Regular Users - 6 Total Users in Database)

Slots for: Als lock

	Username	Access Type	Supervisor	Group
Slot 0001 Lock:	CHRIS	Pushbutton	1	
Slot 0001 Db:	CHRIS	Pushbutton	1	---
Slot 0002 Lock:	JESSE	Pushbutton	1	
Slot 0002 Db:	JESSE	Pushbutton	1	---
Slot 0003 Lock:	KENNETH	Pushbutton	1	
Slot 0003 Db:	KENNETH	Pushbutton	1	---
Slot 0004 Lock:	MIKE	Pushbutton	1	
Slot 0004 Db:	MIKE	Pushbutton	1	---
Slot 0005 Lock:	-BLANK-	-blank-		
Slot 0005 Db:	DOUG	Pushbutton	1	---
Slot 0006 Lock:	-BLANK-	-blank-		
Slot 0006 Db:	PAT M	Pushbutton	9	---

Update Connected Lock Now | Refresh | | Close

This **Read Slots** screen shows the new users Doug and Pat M in the computer's database in slots 0005 and 0006, but not in the ALS Lock database. [It is possible that the system already performed the update automatically.]

8. Press **Update Connected Lock Now**.

PROGRAMMING EXAMPLE *continued*


Read / Write Lock

Connection **Read Slots** Audit Trail Lock Settings

(1 Supervisors, 5 Regular Users - 6 Total Users in Als lock)
(1 Supervisors, 5 Regular Users - 6 Total Users in Database)

Slots for: Als lock

	Username	Access Type	Supervisor	Group
Slot 0001 Lock:	CHRIS	Pushbutton	1	---
Slot 0001 Db:	CHRIS	Pushbutton	1	
Slot 0002 Lock:	JESSE	Pushbutton	1	---
Slot 0002 Db:	JESSE	Pushbutton	1	
Slot 0003 Lock:	KENNETH	Pushbutton	1	---
Slot 0003 Db:	KENNETH	Pushbutton	1	
Slot 0004 Lock:	MIKE	Pushbutton	1	---
Slot 0004 Db:	MIKE	Pushbutton	1	
Slot 0005 Lock:	DOUG	Pushbutton	1	---
Slot 0005 Db:	DOUG	Pushbutton	1	
Slot 0006 Lock:	PAT M	Pushbutton	9	---
Slot 0006 Db:	PAT M	Pushbutton	9	

Update Connected Lock Now Refresh  Close

New users Doug and Pat M are now updated in ALs Lock.

PROGRAMMING EXAMPLE *continued*

Open **Lock/User Editor**. Select **Access Rights**.

Lock / User Editor

User Editor Lock Editor **Access Rights** Group Editor

Total Users: 6 **Total Locks: 6**

Lock Name:

- Als lock
- Jesses locker
- Kens tool box
- Mikes tool box
- Mitch top chst
- Pats tool box

Users/Groups who DO NOT have access to the Selected Lock:

Users/Groups who have access to the Selected Lock:

- ☒ Chris
- ☒ Doug
- ☒ Jesse
- ☒ Kenneth
- ☒ Mike
- ☒ Pat M

Sort by:

☐ User/Group Name

☒ Lock Name

Completed modifications will have a green check in the box next to the user/lock name

* Indicates Group name

Refresh User Search Lock Search

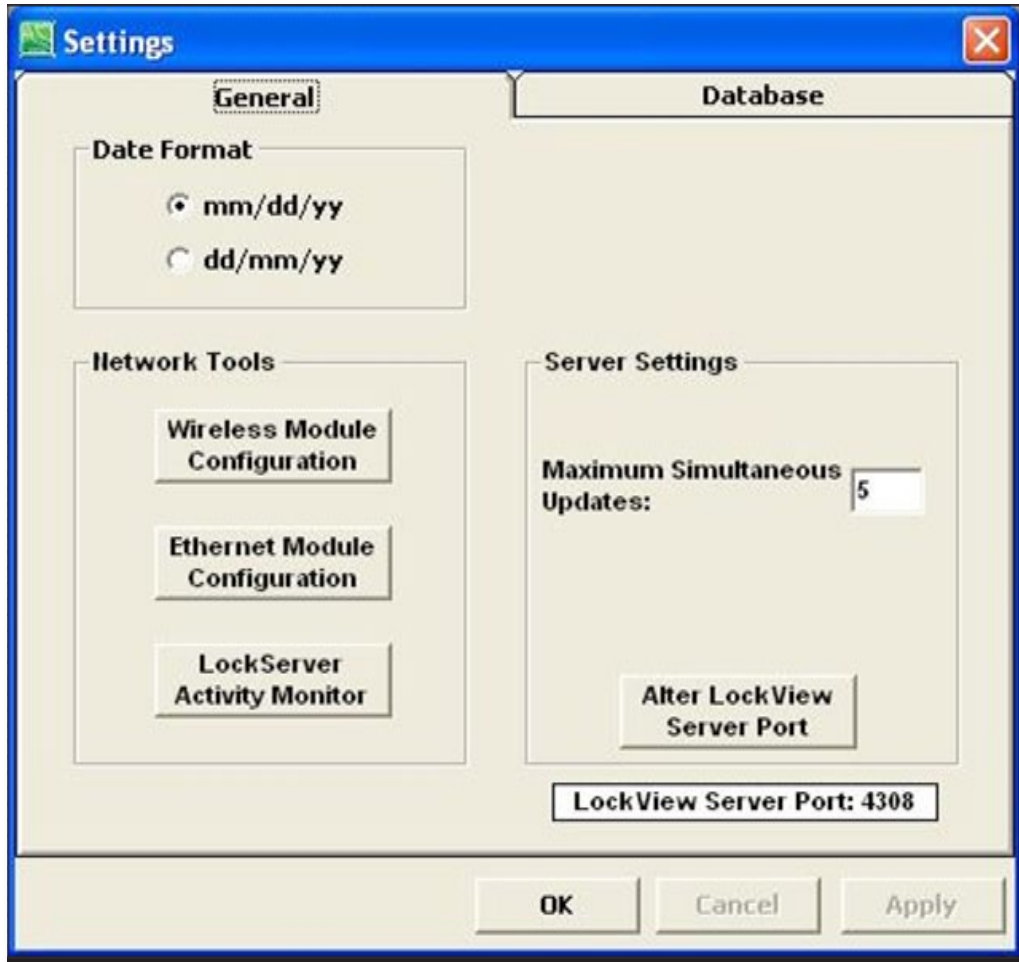
Close

The **Access Rights** screen now shows a check mark next to Doug and Pat M.

SETTINGS

Settings window allows the Operator to make changes to the database location on the computer as well as other changes to LockView.

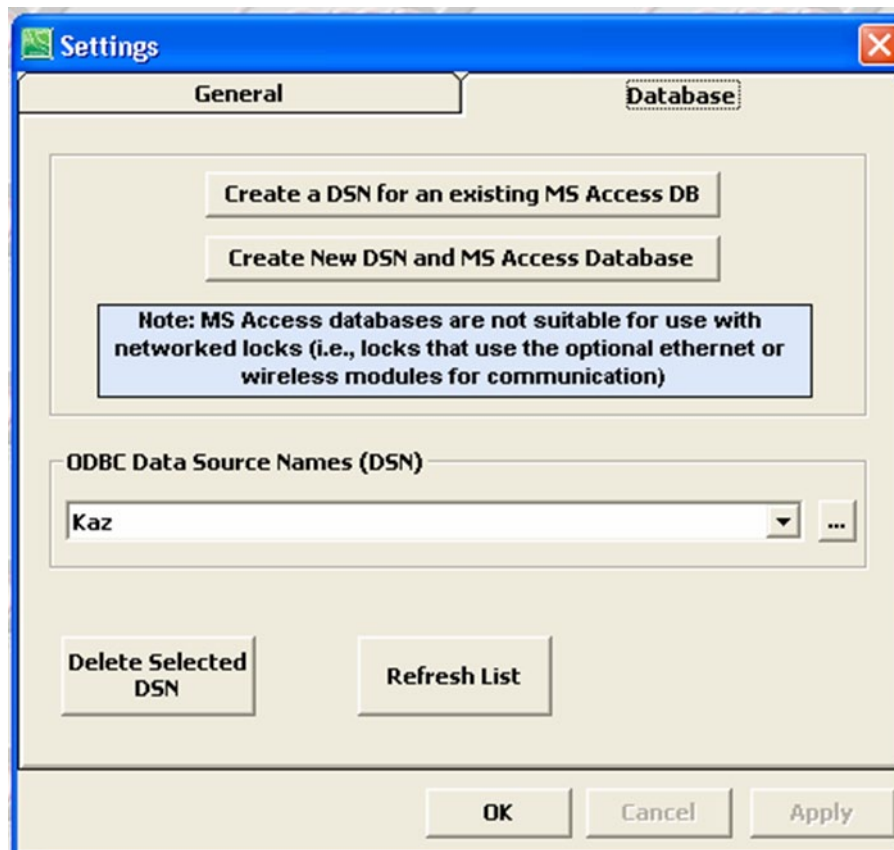
- Select the **Settings** window.



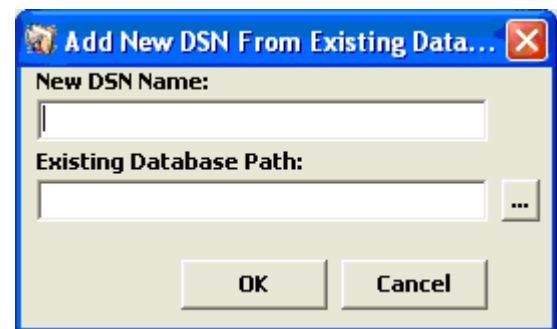
- **GENERAL** tab
Date Format (Changes date format in Audit Log)
month/day/year
Or
day/month/year
- **NETWORK TOOLS** (Refer to “Database & Network Configuration & Install Manual”)
- **SERVER SETTINGS (NETWORKED SYSTEMS ONLY)**
Maximum Simultaneous Updates: The number of locks the lock server can update simultaneously.
- **Alter LockView Server Port:** TCP/UDP Port 4308 is CompX-LockView owned. No other software should use this port. It is highly recommended NOT to alter the TCP port.
- **DATABASE** tab (Refer to “Database & Network Configuration & Install Manual”)

CREATE ODBC CONNECTION FOR AN EXISTING ACCESS DATABASE

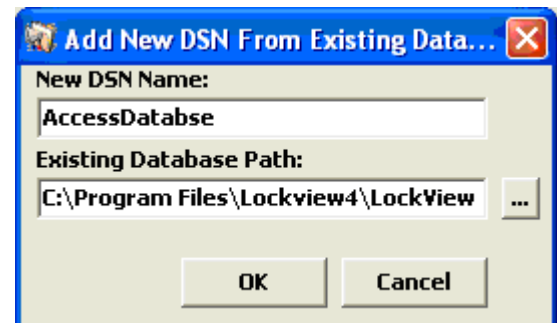
1. Open LockView, open **LockView Options**, select the **Database** tab.



2. Select '**Create a DSN for an existing MS Access DB**'

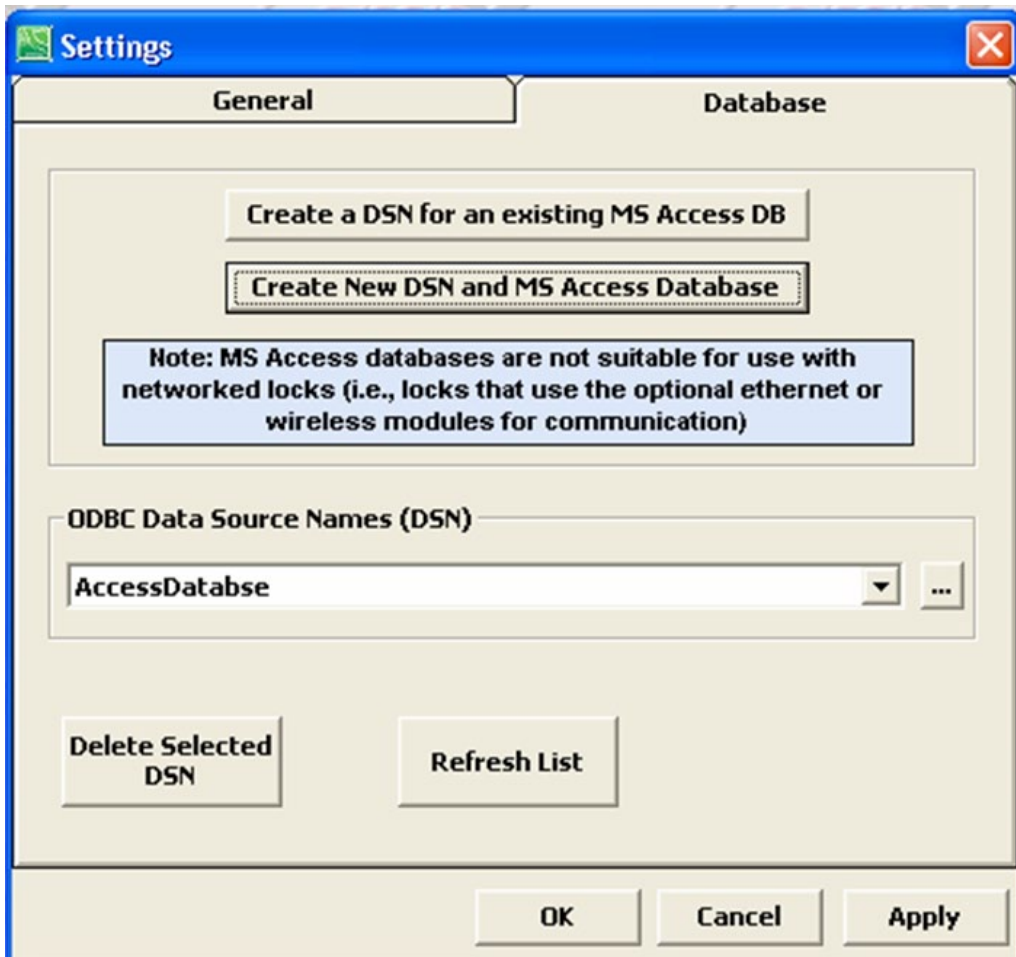


3. Enter a DSN.
In this case, AccessDatabse was entered for the DSN Name.
Click on the browse icon (...) and locate the Existing Database,
Or type in the location and click **OK**.

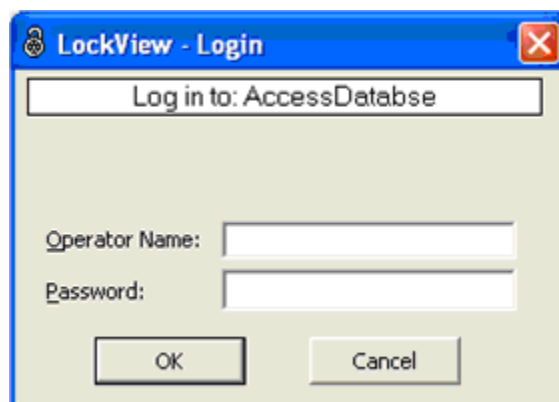


CREATE ODBC CONNECTION FOR AN EXISTING ACCESS DATABASE cont.

4. AccessDatabase is now the current ODBC connection.
Click **Apply**.

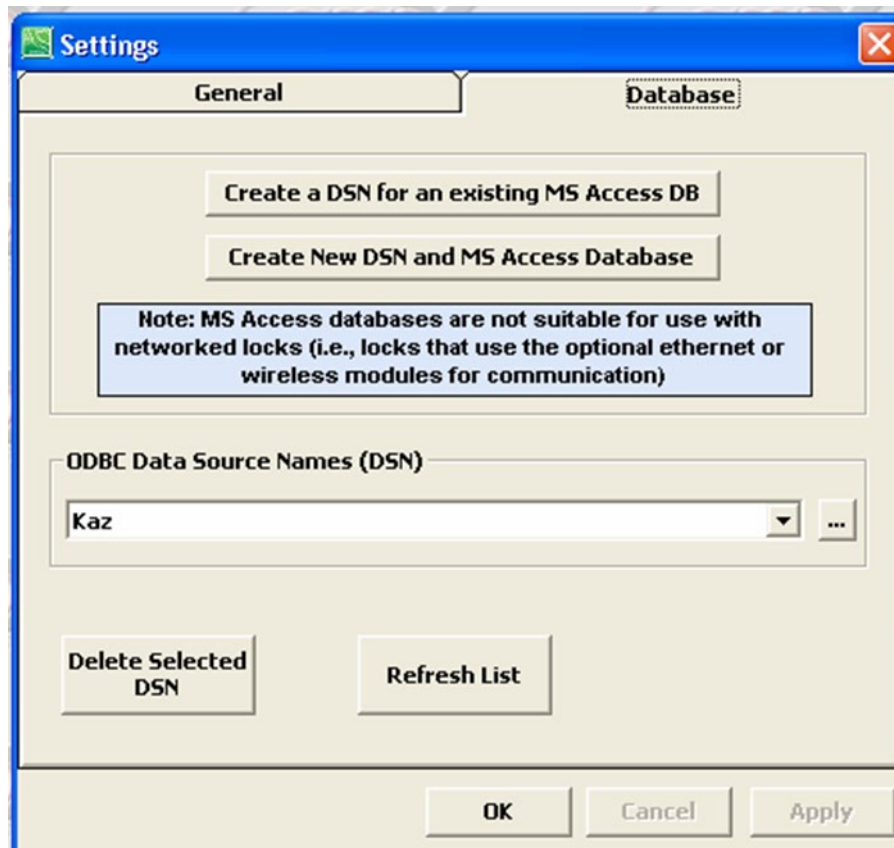


5. Login to database with an operator that is valid in the chosen database.
Click **OK**.

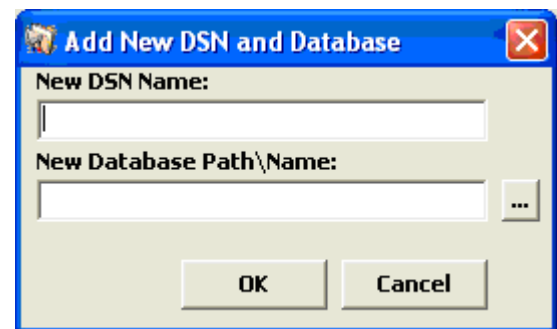


CREATE ODBC CONNECTION FOR A NEW ACCESS DATABASE

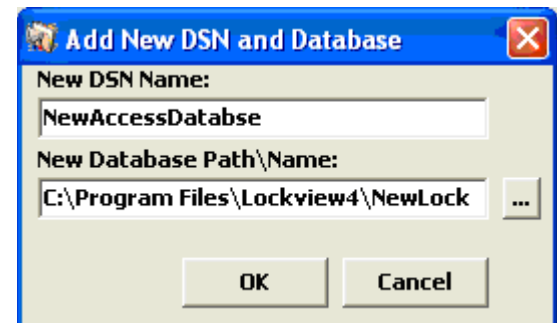
1. Open LockView, select **LockView Options**, click the **Database** tab.



2. Select '**Create a New DSN and MS Access Database**'

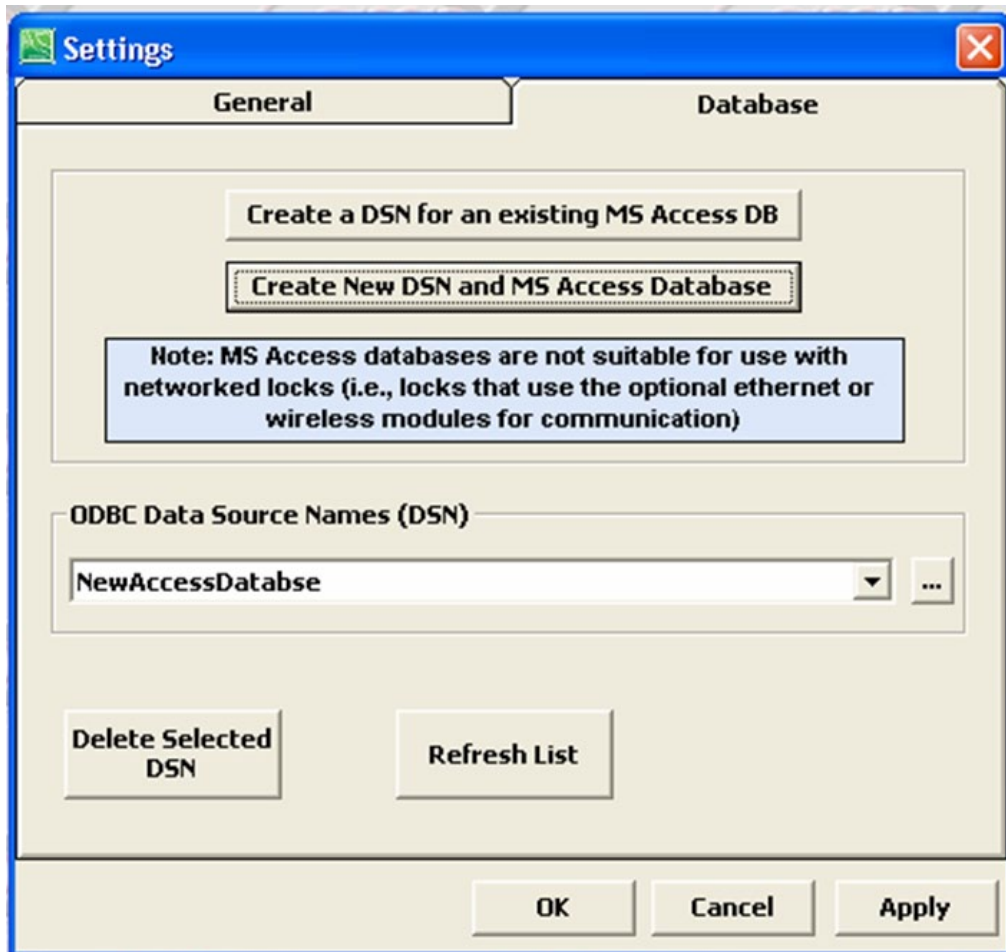


3. Enter a DSN.
In this case, NewAccessDatabase was entered for the DSN Name.
Click on the browse icon (...) and select the desired location of the new database.
Click **OK**.

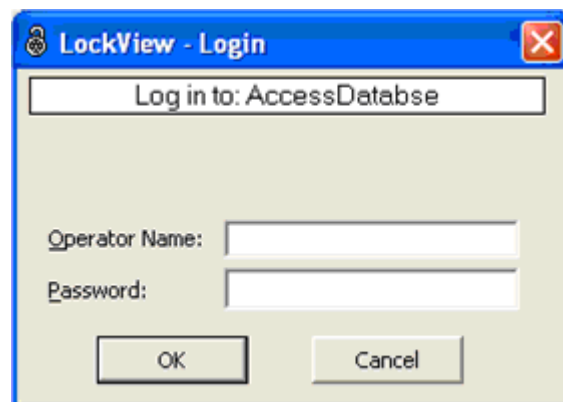


CREATE ODBC CONNECTION FOR A NEW ACCESS DATABASE cont.

4. NewAccessDatabase is now the current ODBC connection.
Click **Apply**.



5. Login to database with:
Operator Name: *admin*
Password: *admin*. Click **OK**.



LockView[®] NTC 4.3.1

LOCKVIEW NTC INSTRUCTION MANUAL Instruction Manual